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## Lovettsville MayFest

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Dear Artisan or Business Owner:

The Town of Lovettsville's MayFest 2016 had over 3,000 attendees enjoying the music, activities, food and vendor showcase. This has truly become a "favorite event" for the Lovettsville area, and we cordially invite you ***to be a part of the festival in 2017.***

There are **80+ spaces available**, and we're looking for artisans of handcrafted original work and products from home-based boutique businesses. It's a great opportunity to promote your goods and/or services to the Lovettsville Community and those in our surrounding areas. You will also receive promotional visibility via MayFest's website and other social media sites.

For 2017, MayFest will be held Saturday, May 27th on the Lovettsville Town Green, from 10:00 a.m. to 6:00 p.m. If you would like to be a vendor at this great event, ***please complete and return the enclosed form by Friday, April 28<sup>th</sup>.*** If you have any questions, please contact MayFest Artisan & Merchant Vendor Coordinator Jennifer Willard via email at [lovemayfest@gmail.com](mailto:lovemayfest@gmail.com) or via phone at 540-687-0201.

The Town of Lovettsville  
c/o The MayFest Committee  
P.O. Box 209  
6 East Pennsylvania Avenue  
Lovettsville, VA 20180

We look forward to receiving your application and seeing you at the Sixth Annual MayFest celebration!

Sincerely,  
The MayFest Committee

## MayFest 2017 – Artisan & Merchant Vendor Application

### Booth Fees

<b>\$100</b>	Premium space in Center of Festival	<b>\$75</b>	Standard space 10x10 space
<b>\$150</b>	Large site - 10x20 space	<b>\$40</b>	Non-Profit organization standard space

Information & Guidelines:	
<b>Festival Hours</b>	MayFest runs 10am to 6pm. The streets around the Town Green are closed to through traffic during these hours. It is crucial to the success of MayFest for vendors to commit to being at the festival for the entire time.
<b>Fees</b>	MayFest is a rain or shine event. Booth Fees are non-refundable. Fees are determined by booth location, type of product being sold and business status. <i>Vendors within the town limits of Lovettsville must be in good standing with license fees and taxes paid and up to date.</i>
<b>Festival Location</b>	The festival is held on the Lovettsville Town Green at 11 Spring Farm Drive. A site map of vendor locations will be provided. We do our best to accurately depict booth space locations aligned to the above booth fees.
<b>Booth Space</b>	<p><b>Premium Vendor Spaces are located in the Center of the Festival along the main thoroughfare on the Town green.</b></p> <p>Standard spaces including those for non-profit organizations fill in the remaining areas.</p> <p>All spaces are 10x10 unless the artisan / merchant pays for a double booth space of 10x20.</p> <p>Pop-up <i>tents / structures greater than the above designated sizes are not permitted</i>. This is to ensure public safety and flow of consumer traffic.</p> <p><b>Please Note:</b> <i>Vendors are responsible for their own tents, tables, chairs and anything else they may need to have a successful show.</i> All materials must fit within your allotted booth space.</p>
<b>Taxes</b>	Vendors are responsible for collecting and paying their sales tax.
<b>Artisans</b>	Displayed work must be original creations and must be for sale.

## MayFest 2017 Artisan & Merchant Vendor Application (cont.)

Information & Guidelines:	
<b>Business Consultants</b>	Only one consultant per business group/company name will be accepted. We want to ensure you have an opportunity to be successful at the festival. Having cash & carry items in your booth is encouraged.
<b>Specialty Food Vendors</b>	<p>Vendors selling Chocolate / Fudge, Baked Goods, treats (popcorn, ice cream) or other food / beverage item are aligned to the Artisan / Merchant group.</p> <p>If you sell food items to support your business, a permit for selling food is required from the Loudoun County Health Department. If you do not already have a permit allowing you to prepare and sell food at a remote site, you can apply for one from the Health Department.</p> <p>Additional information on Temporary Food Permits can be found here: <a href="https://www.loudoun.gov/DocumentView.aspx?DID=114">https://www.loudoun.gov/DocumentView.aspx?DID=114</a>.</p>
<b>Notifications</b>	<p>Once an application is approved and site fee received, your booth space will be assigned. These are processed on a first received / first served basis and booth location is based in part by type of business and fees paid.</p> <p>Notification of your booth location will be sent via email as noted on your application. A booth coordinator will be onsite the day of the festival to help you locate your space on the Town Green.</p>
<b>Festival Setup</b>	<p>Vendors may begin setting up at 7:30 a.m. on the day of MayFest. <b>The booth coordinator or other MayFest volunteers will be on site no earlier than 7:30 a.m. to help direct vendors to their spaces and provide any additional assistance as needed.</b></p> <p>Vendors may park anywhere alongside the Town Green (except in the food truck area on Hammond Drive) to unload their wares and supplies.</p> <p><b>Please Note:</b> The Town Green is a grassy area with an incline to the vendor area on Town Center Drive. Although a sidewalk borders the festival, we recommend using dollies, wagons, or carts to transport materials to your designated booth.</p> <p>If you need assistance with unloading your vehicle and/or you need a handicap space, <u><i>please let us know on your application so that we can make sure you have the assistance you require.</i></u></p> <p><b>IMPORTANT: The streets surrounding the Town Green close at 9:30 a.m.</b> in order to facilitate pedestrian safety, provide adequate space for food vendor trucks, and promote a safe and smooth trolley route for our festival visitors. All cars will need to be removed from the streets surrounding the Green by this time.</p>

## MayFest 2017 Artisan & Merchant Vendor Application (cont.)

Information & Guidelines:	
<b>Festival Tear Down</b>	<p>Vendors may begin tearing down their booths at 6:00 p.m.</p> <p>Vendors are responsible for removing all debris from their booth spaces upon tear down. Trash cans are placed conveniently throughout the Town Green for the use of our vendors and guests.</p> <p><b>IMPORTANT: The streets surrounding the Town Green are closed until 6 p.m.</b> Therefore, no cars are allowed to park around the Town Green before 6pm.</p>
<b>Early Closing</b>	<p>If there is inclement weather and an earlier closing time is needed for safety reasons, an announcement will be made to inform vendors of the earlier closing time.</p>
<b>Festival Marketing</b>	<p>All Vendors are listed on the MayFest website: <a href="http://www.lovettsvillevamayfest.com/">http://www.lovettsvillevamayfest.com/</a></p> <p>Additionally, we give shout outs on our Facebook page &amp; Twitter account.</p>
<b>Advertising Space</b>	<p>New for 2017, ad spaces are being made available on the Time of Events board(s). Think of this as an oversized Business Card (2x3) to help festival participants know you are at MayFest. These are available for \$25.00 per square. More details on this option is available upon request.</p>
<b>Sponsorships</b>	<p>There are Festival Sponsorship opportunities available to further market your business.</p> <p>Vendors at the sponsorship level of \$300 or \$500 <b>include a standard space</b> location with their sponsorship.</p> <p>Sponsorship levels at \$750 or higher <b>include a premium space</b> – in the center of the festival.</p> <p>Sponsorship spaces are non-transferable</p> <p>All sponsorships include a banner to be displayed at the festival. Further details on the benefits of sponsorships are available upon request.</p>

## ***MayFest 2017 – Artisan & Merchant Vendor Application***

**Please Circle one of the following:**

<del>\$100</del> <b>SOLD OUT</b>	Premium Space in Center of Festival	<b>\$75</b>	Standard space 10x10 space
<b>\$150</b>	Double 10x20 space	<b>\$40</b>	Non-Profit organization standard space

<b>Company / Organization Name:</b>															
<b>Contact Name:</b>															
<b>Street Address:</b>															
<b>City:</b>						<b>State:</b>						<b>Zip:</b>			
<b>Main Phone:</b>								<b>Alternate Phone:</b>							
<b>Email:</b>															
<b>Website URL:</b>															
<b>Facebook Page:</b>															
<b>Interested in Add Space:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No										<b>Need help unloading:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Please give us a brief description of work to be displayed or product sold:</b>															
<b>I, the undersigned, as the representative for the above company / organization, hereby indicate that I have read and agree to all guidelines pertaining to my / our participation as a vendor at MayFest 2017.</b>															
<b>Print Name Above</b>										<b>Sign Name Above</b>					

**Please Note:** *The MayFest committee reserves the right to limit the number of exhibitors in each category* to create a balanced market and ensure success for all vendors. If you have any questions, please contact MayFest Vendor Coordinator Jennifer Willard via email at [lovemayfest@gmail.com](mailto:lovemayfest@gmail.com) or via phone at 540-687-0201.

**Please return this signed, completed application with payment to:**

The Town of Lovettsville c/o The MayFest Committee  
P.O. Box 209,  
6 East Pennsylvania Avenue, Lovettsville, VA 20180