

Dear Artisan or Business Owner:

Lovettsville MayFest 2014 was the biggest MayFest yet. Over 3,000 people attended our annual festival consisting of 80 vendors and a variety of activities. The MayFest Committee is looking forward to even more great things this year, and we cordially invite you to be a part of it.

The Town of Lovettsville is proud to host the fourth annual MayFest on Saturday, May 23, 2015. The festival will be held on the Lovettsville Town Green, 11 Spring Farm Drive, from 10:00 a.m. to 6:00 p.m.

The MayFest Committee is now accepting applications for artisan and vendor booths. We are looking for handcrafted, original work and products from home-based or boutique businesses. Due to the venue and the popularity of the event, only **80 vendor spaces are available**.

MayFest is not a juried festival, but we reserve the right to limit the number of exhibitors in each category to create a balanced market and ensure success for all participating vendors. Once your application is accepted, a booth fee is required to display and sell your work within a 10' x 10' space at the festival. For food or wine vendors on the Green, the space is 15' x 15'.

For artisan vendors, the booth fee for the third year of the festival is \$50. For food or wine vendors, the booth fee is \$100. For food trucks, the fee is \$150. Please make checks payable to **Lovettsville MayFest**.

Please complete the enclosed application and mail a check made payable to Lovettsville MayFest to the following address:

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

Applications and booth fees are due by the close of business on Friday, April 24, 2015 **if you wish to be listed as a vendor on our printed advertising materials. The last day to submit a booth application as a participant for this year's MayFest is Friday, May, 8, 2015 .**

If you have any questions, please contact MayFest Committee Chairperson Tiffany Carder via email at tcarder@lovettsvilleva.gov or via phone at 703-727-5732.

We look forward to receiving your application and seeing you at the fourth annual MayFest celebration!

Sincerely,

The MayFest Committee

Vendor Information and Guidelines:

For Artisans, work must be original creations and must be for sale.

For home-based business consultants, only one consultant per business group/company name will be accepted.

For food vendors, a permit for selling food will be needed if you do not already possess a Loudoun County Health Department permit allowing you to prepare and sell food at a remote site.

For wine vendors, the Town of Lovettsville will have an ABC permit to allow for the sale of wine by closed bottles and by the glass. MayFest patrons will be allowed to consume wine within the entire area of the festival, and MayFest volunteers will rope off the Town Green to establish a boundary as required by the ABC permit.

The artisan booth fee for a 10' x 10' space is \$50. The food or wine booth fee is \$100. If a vendor is a nonprofit organization, the booth fee is only \$25. Booth fees are nonrefundable.

Application and booth fees are due by **April 24, 2015** if you would like to be listed as a participant on MayFest printed advertising materials **OR** by **May 8, 2015** if you would like to participate without being guaranteed a listing on our printed advertising materials.

Please mail your application to the **Town of Lovettsville c/o MayFest Committee, P.O. Box 209, Lovettsville, Virginia 20180** with a check made payable to **Lovettsville MayFest** for the booth fee.

A map of MayFest will be listed on the MayFest website under the vendor tab. Your booth location will be sent to you via email. A parking placard for vendor parking will be given to you when you arrive at MayFest.

Vendors are responsible for collecting and paying their sales tax. Food vendors are also responsible for collecting the Town of Lovettsville's meals tax. Vendors with businesses located within the town limits of Lovettsville must be in good standing with license fees and taxes paid and up to date.

Upon receipt of a vendor's application, a booth space is assigned on a first received first served basis. For example, the first vendor to submit an application will receive booth space #1.

MayFest is a rain or shine event.

Vendors will need to provide their own tents, tables, chairs and anything else they may need. Please make sure all materials fit within the allotted 10' x 10' space.

Vendors may begin setting up at 8:00 a.m. on the day of MayFest. **The booth coordinator and other MayFest volunteers will be on site no earlier than 8:00 a.m. to help direct vendors to their spaces and provide any additional assistance as needed.** If you need assistance with unloading your vehicle and/or you need a handicap space, please let us know on your application so that we can make sure you have the assistance you require.

Vendors may park alongside the Town Green in order to unload their wares and supplies. We do recommend using dollies, wagons, or carts to transport these materials to the booth space located on the Green, which is a grassy open area. Once unloaded, we ask that vendors move their vehicles to an offsite parking area.

Please make sure all materials are unloaded by 9:30 a.m. **The streets surrounding the Green will be closed at 9:30 a.m.** 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.

Vendors may begin tearing down their booths at 6:00 p.m. It is crucial to the success of MayFest for vendors to commit to being at the festival for the entire time. Therefore, any vendor who tears down before 6:00 p.m. may not be asked to return to future MayFests. 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.

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.

We are excited about the opportunity to promote your business, and we look forward to having you as a part of MayFest this year!

Lovettsville MayFest 2015 Vendor Application

Vendor Name:

Please check one of the following:

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|--------------------------------------|-------------------|--|--|------------------------|
| Non-profit (50% of vendor fee) | Artisan (\$50) | Food vendor / on the Green (\$100) | Food truck or trailer / on the Street (\$150) | Wine vendor (\$100) |
|--------------------------------------|-------------------|--|--|------------------------|

Name of Company or Organization (if applicable):

Address:

Email:

Web site and/or Facebook page:

Phone:

Alternate Phone:

Brief description of work to be displayed and sold:

I, the undersigned, hereby indicate that I have read and agree to all guidelines pertaining to my participation as a vendor at MayFest 2015.