

Love Summer Committee Agenda
April 10, 2019
7:30PM
Lovettsville Town Hall, 6 East Pennsylvania Avenue
Lovettsville, VA

- I) Call to order
- II) Comments from the public

Speakers will limit comments to the time allotted by the Chair and announced prior to the public comment period. The Chair determines the time based on the number of speakers and the agenda, but not to exceed five (5) minutes per speaker.
- III) Approve March Minutes
- IV) Tarara Winery Summer Partnership
 - a. Guest Speaker Erin
- V) Visit Loudoun Partnership with the Lovettsville Business Committee
 - a. Guest Speaker Beth
 - b. Councilman Dunlap to speak on Business Committee partnership
- VI) Review of Vendor packet, Sponsorship packet, Oktoberfest Biergarten Contract and Wine Vendor packet
- VII) Volunteer Updates
 - a. Boy Scouts
 - b. Girl Scouts
 - c. American Heritage Girls
 - d. Lions Club
- VIII) Restaurant Passport for raffle basket to be given on Aug 03
 - a. Review Card design
 - b. Discuss any updates to raffle basket
 - c. Stickers instead of stamp
- IX) Social Media Update
 - a. Instagram
 - b. Update from Jessie
- X) Sidewalk Chalk Still Brave Fundraiser
- XI) Appoint a Secretary
- XII) Additional New Business
- XIII) Move to Adjourn

Summer Schedule

June 15	Ghost Pepper Concert with Oktoberfest Beirgarten
June 22	Aquaman
June 29	The Love Bug with Visit Loudoun
July 13	Incredibles 2 with Lovettsville Library
July 22	Nutcracker and the Four Realms with Love Winter
July 27	Navy Band
Aug 03	Sgt Stubby with Lovettsville American Legion
Aug 17	Princess Bride

Love Summer Minutes

March 13, 2019

- I) Call to order at 1933 on March 13, 2019 at Town Hall with Councilman Dunlap, Chairman Tiffany Dunlap, Vice Chair Jessie Cedoz, Commissioner Hyde present, Chris Gardner Absent and one vacancy
- II) February Minutes were approved 3 aye/0 nay/0 abstain/ 1 absent
- III) Discussed the Visit Loudoun movie opportunity that the Business Committee will be partnering to put together with us.
- IV) Finalized the details on the American Legion Sponsorship for the August 03 movie. The Legion voted to sponsor the movie, and give volunteer support. They will be handing out dog treats and popsicles.
- V) A vendor packet will be created using the Mayfest Template. Food Vendors will be asked to put down a refundable \$50.00 fee in addition to their \$25.00 booth fee. The town will be asked to cut a check no later than the Monday following an event.
- VI) Volunteer updates were provided. We will still be reaching out to the following groups; Boy Scouts, Girl Scouts, American Heritage Girls, and possibly 4H clubs.
- VII) The committee liked the restaurant passport for raffle basket idea. We still need a card design, but believe half sheet to be an appropriate size. Considering asking vendors and restaurants to include items for the basket. We are still discussing how to have each restaurant verify that someone is a valid entry. Two possible ideas are stamps or stickers.
- VIII) Jessie provided a brief social media update to let us know that she was creating events, and working on an Instagram account.

- IX) Additional Business included discussing if we would include prizes for games, writing an Oktoberfest contract, selling T Shirts, and our next meeting will be April 10, 2019.
- X) Move to Adjourn at 2011.

Minutes submitted by Tiffany Dunlap

Greetings!

The Town of Lovettsville is excited for another Love Summer Series. This is a fun family friendly event that the entire community can enjoy. We invite you *to be a part of the 2019 summer fun*. It's a great opportunity to promote your goods and/or services to the Lovettsville Community and those in our surrounding areas. We look forward to growing our community event this year with additional activities, vendor booths and prizes. We invite your business to join us in making Love Summer 2019 the best yet. Attached you will find everything you need to join us. We look forward to your participation!

Sincerely,

Tiffany Dunlap, Committee Chair

Lovettsville Love Summer Committee

LoveSummer@LovettsvilleVA.gov

Instagram: @lovettsvillesummer

Facebook: www.facebook.com/lovettsvillesummer

Love Summer 2019 –Vendor Fees

Artisan / Merchant Fees		Food Prepared On-site Fees (limited)	
\$0.00	In Town Business License Standard 10x10 tent space	\$25.00 \$50.00 deposit	Food truck – street parking Health Department permit required
\$25.00	Out of town Standard 10x10 tent space	\$25.00 \$50.00 deposit	Food Booth – 10x10 space Health Department permit required

Information & Guidelines:	
Vendor Hours	The Vendor runs 6:00 pm to 10 pm.
Fees	In the case of Rain we have two rain dates in August. In the case of rain you will be notified if the event is moved to one of those dates. Booth Fees are non-refundable. <i>Vendors within the town limits of Lovettsville must be in good standing with license fees and taxes paid and up to date.</i>
Booth Space	<ul style="list-style-type: none"> Standard Spaces are 10x10 Food Truck space ~18 feet Food Booth 10x10 space <p>All Vendors are given 2 minutes of stage time.</p> <p>Food Vendors will pay a \$50.00 refundable deposit in addition to their \$25.00 vendor fee</p> <ul style="list-style-type: none"> Only Space is provided: <i>Tents will be provided.</i> All materials must fit within your allotted booth space. 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. No Generators are allowed unless they are quiet and self-enclosed. If you have questions, please contact the vendor coordinator.
Food / Wine Vendors	<p>All persons who wish to prepare and serve food to the public during this event must have approval by the Health Department. This includes handing out of food samples, packaged chocolates, cookies, etc.</p> <p>If you do not already have a permit allowing you to prepare / 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: https://www.loudoun.gov/DocumentView.aspx?DID=114.</p>
Taxes	Vendors are responsible for collecting and paying their sales tax. Food Vendors are required to pay the 3% meals tax to the Town of Lovettsville.

Business Types	<p>Only one consultant/business type will be accepted. We want to ensure you have an opportunity to be successful. Having cash & carry items in your booth is encouraged.</p> <p>The Lovettsville Love Summer Committee reserves the right to reject vendors due to suitability or issues with past town events. We are a family friendly event and want to support that environment.</p>
Notifications	<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/date is based in part by type of business and fees paid. A booth coordinator will be onsite the day of the festival to help you locate your space on the Town Green.</p>
Summer Setup	<p>Vendors may begin set-up at 5:30-6:00 on their designated date. The booth coordinator will be on site to help direct vendors to their spaces.</p> <p>We are asking that food trucks, or vendors with display trailers are onsite by 6:00 pm to facilitate their positioning in the space.</p> <p>Some vendor locations are located in a grassy area. <i>We recommend using dollies, wagons, or carts to transport materials to your designated booth.</i></p> <p>No Setup Assistance is available from the Summer Staff or Volunteers.</p> <p>Do not park in driveways or business parking lots.</p>
Summer Tear Down	<p>Vendors may begin tearing down their booths at 9:30 p.m. <i>We recommend using dollies, wagons, or carts to transport materials to your vehicle.</i></p> <p>IMPORTANT: As movies or concerts may still be going on please ensure early tear down is quiet, or you may be asked to wait until the event has finished.</p> <p>Vendors are responsible for removing all debris from their booth spaces upon tear down. Trash cans are placed conveniently throughout the Green for the use of our vendors and guests.</p>
Early Closing	<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>
Festival Marketing	<p>All Vendors are listed on the Love Summer webpages, so don't forget to send your URL: lovesummer@lovettsvilleva.gov</p> <p>Additionally, we give shout outs on our Facebook page LovettsvilleSummer and Instagram @LovettsvilleSummer</p>

Love Summer 2019 –Vendor Application

Business Name:			
Contact Name:			
Contact Phone:	1.	2.	
Mailing Address:			
Email			
Website:			
	Type of Booth	Price	Deposit
	Food Truck (Park on Street)	\$25.00	\$50.00
	Food Booth	\$25.00	\$50.00
	In Town Vendor	\$0.00	
	Standard Vendor (10x10)	\$25.00	
	Full payment is due with application to insure booth assignment.		\$
	Total Enclosed		
Please make checks payable to: <i>Town of Lovettsville</i>			
To help us place your booth, please describe your business. Please also include which date you would like to consider:			
By signing this application, you acknowledge that you understand the terms and conditions of the festival and you agree to adhere to the spirit and intent of the conditions as stated by the Lovettsville Summer Committee and the Town of Lovettsville.			
Signature			Date

Please Note: *The Love Summer 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 the Love Summer Chair via email at lovesummer@lovettsvilleva.gov or via phone at 804-925-5943.

SIGN AND RETURN BY EMAIL or MAIL
lovesummer@lovettsvilleva.gov
Lovettsville Summer Committee * P.O. Box 209* Lovettsville, VA 20180

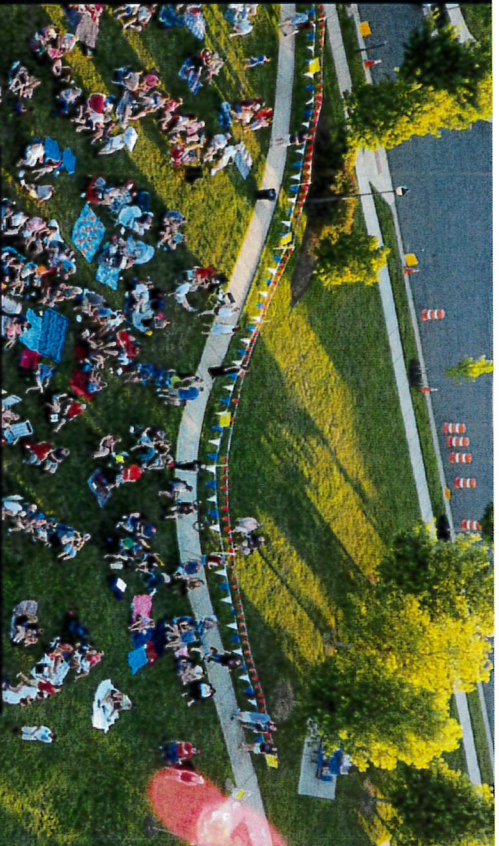
SUMMER SCHEDULE

June 15	Ghost Pepper Concert with Oktoberfest Biergarten
June 22	Aquaman
June 29	The Love Bug with Visit Loudoun
July 13	Incredibles 2 with Lovettsville Library
July 22	Nutcracker and the Four Realms with Love Winter
July 27	Navy Band
Aug 03	Sgt Stubby with Lovettsville American Legion
Aug 17	Princess Bride

Mission Statement

The Love Summer Committee seeks to engage our residents, strengthen our community and promote our Town through family-oriented events which provide learning, entertainment and civic engagement through partnerships with businesses, non-profit organizations and volunteers.

The Committee plans and implements a series of events from June 1st until August 31st each year, including movies and concerts, free of charge for the public. As appropriate, the Committee engages vendors, community organizations, and coordinates with other event Committees to provide food, beverages and logistical support for summer events.



Town of Lovettsville

Summer on the Green

6 East Pennsylvania Avenue
P.O. Box 209

Lovettsville, VA 20180

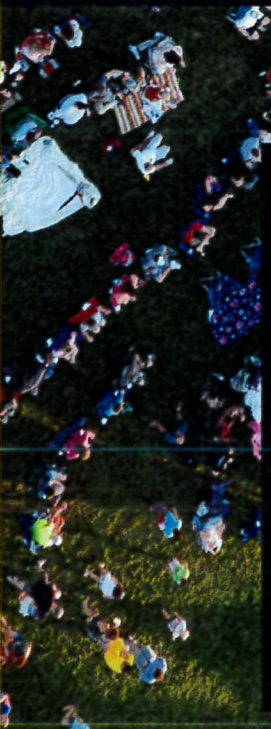
Phone: 804-925-5943

Summer Committee Chair

Tiffany Dunlap

LoveSummer@LovettsvilleVA.gov

Summer on the Green Sponsorship Packet



<http://www.lovettsvilleva.gov/>
Photo Credit: Richard Plebuch



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Sponsorship Levels

	Benefits	
Platinum	<p>Company Name and logo on all print materials (must be in by May 15)</p> <p>Announcements at all events</p> <p>Banner at all events (8)</p> <p>All social media mentions</p> <p>Stage Time</p> <p>Private Tent at Ghost Pepper Concert</p>	\$2500.00
Wine Sponsor	<p>Company Name and logo on all print materials (must be in by May 15)</p> <p>Announcements at all movies (6)</p> <p>Banner at your events</p> <p>All social media mentions pertaining to your events</p> <p>Stage Time</p>	\$250.00
Bronze	<p>Announcements at one movie</p> <p>Social media mentions pertaining to your event</p> <p>Stage Time</p>	\$250.00
Friend of Summer	<p>Social Media mention</p> <p>Like being patrons of the arts, you get that awesome feeling of knowing you are cultivating community spirit.</p>	\$50.00

Movies on the Green features a variety of movies for all ages and include complimentary refreshments.

Concerts on the Green features high-energy musical guests. Attendees can purchase locally produced food and wine on-site. (June 15 through August 25)

Our Premier Summer Concert will feature wine, food, and a beer garden! (June 15)



Lovettsville
GERMAN ROOTS, AMERICAN HEART

Love Summer Sidewalk
Chalk Art competition to
benefit StillBrave

StillBrave's mission is to provide non-medical, supportive care to children with cancer and their families.

If you wish to find out more about their mission please go to their website at Stillbrave.org or email them at info@stillbrave.org

Love Summer, with the help of our community, would like to assist StillBrave in their mission to help local children take on Cancer! We are raising money through the sidewalk art competition registration fees.

There will be three age groups for the judging, and the first place winner of each group will receive a prize. All proceeds will go towards the StillBrave program.

We look forward to partnering with you, and to seeing your beautiful pieces displayed around the green!

Sincerely,
Tiffany Dunlap
Chair, Lovettsville Love
Summer Committee

LoveSummer@LovettsvilleVA.gov



@lovettvillesummer



www.facebook.com/lovettvillesummer



Contact Name:			
Contact Phone:	1.	2.	
Email			
Type of Entry	Price	How many	Sub Total
Adult (18+)	\$10.00		
Teen (13-17)	\$5.00		
Children (12 and under)	\$5.00		
Please make checks payable to: <i>Town of Lovettsville</i>			
By signing this application, you acknowledge that you understand the terms and conditions of the competition and agree to adhere to the spirit and intent of the conditions as stated by the Summer Committee and the Town of Lovettsville. Please list participating children below.			
Sign		Date	



Love Summer Sidewalk
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StillBrave’s mission is to provide non-medical, supportive care to children with cancer and their families. If you wish to find out more about their mission please go to their website at Stillbrave.org or email them at info@stillbrave.org Love Summer with the help of our community would like to assist StillBrave in their mission to help local children take on Cancer! We are raising money through the sidewalk art competition registration fees. There will be three age groups for the judging, and the first place winner of each group will receive a prize. All proceeds will go towards the StillBrave program. We look forward to partnering with you, and to seeing your beautiful pieces displayed around the green!

Sincerely,
Tiffany Dunlap
Committee Chair
Lovettsville Love Summer
Committee
[LoveSummer@LovettsvilleVA](mailto:LoveSummer@LovettsvilleVA.gov)

[.gov](mailto:LoveSummer@LovettsvilleVA.gov)
Instagram:

[@lovettvillesummer](https://www.instagram.com/lovettvillesummer)

Facebook:

[www.facebook.com/lovettsvill
esummer](http://www.facebook.com/lovettsvillesummer)

Contact Name:			
Contact Phone:	1.	2.	
Email			
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