

Mayfest Vendor Packet

January 26, 2023
Business Owner
Business Name
Address

Hello!

The Town of Lovettsville is resuming its Mayfest this year. As a major event for families and neighboring towns, Mayfest presents a fantastic opportunity to get your business in front of not only your regular local customers but to a host of new people who come to town for Mayfest.

Our goal is to create the best event possible and draw as many people to the Town of Lovettsville as we can. Mayfest is a marquee family friendly event with activities for families, picnics, and music celebrating the emergence of Spring.

We formally invite your business to apply for a vendor spot and build out your audience and enrich the event with your offerings.

Thank you!

Roberta Shepherd
Lovettsville Mayfest Committee Chair
www.lovettsvillemayfest.com

Vendor Terms and Conditions

Artisan/Merchant		Food	
\$200.00	Premium space – 20’ x 10’; may be connected to other tents.	\$250.00	Food truck – street parking, roughly 18’
\$150.00	Standard 10’ x 10’; may be connected to other tents.	\$175.00	Food booth – 15’ x 15’
		All food vendors must require with Loudoun County Health Department regulations, including permitting. <i>See https://www.loudoun.gov/food</i>	
Regardless of classification or site size, a \$25.00 non-refundable application fee is associated with all Vendors. <i>See Section II(b) below.</i>			
All Vendors are listed on the Mayfest website and social media posts, all social media posts shall comply with the <i>Town of Lovettsville Social Media Policy</i>			

I. Hours and Setup

- a. Mayfest’s Vendors hours are, rain or shine (Absent exigent circumstances such as a pandemic or natural disaster, a “force majeure” event), are 9:00 AM to 7:30 PM.
- b. Vendors are eligible to begin set up at 7:30 AM on the day of the event.
 - i. All vehicles associated with set up and not otherwise excepted (eg: food trucks) must be removed from the event space by no later than 8:30 AM.
- c. Food truck vendors are requested to be on site by no later than 8:00 AM.
- d. Booth tear-down (Removal of Vendor booths and vacating of the space) begins at 6:30 PM. To facilitate this, all streets associated with Vendors are closed until 7:30 PM
- e. The Mayfest Committee does not provide support for set-up and tear-down and as such, it is the obligation of the Vendor to supply all requisite staff, site support, and necessities.

II. Fees

- a. All fees are payable to Lovettsville Mayfest Committee.
- b. A \$25.00 Non-Refundable application fee is required for all Vendors.
 - i. This \$25.00 application fee is for Vendors who wants to sign up for a space at the Lovettsville Mayfest event.
- c. All Vendor fees are non-refundable once a Vendor is notified of acceptance by the Committee.

III. Compliance with Laws

- a. All Vendors are obligated to comply with any applicable licensing or inspection requirements associated with their offerings.
- b. The Lovettsville Mayfest Committee may request to view any relevant business documentation such as health code permits, business licenses, or certificates of good standing for any Vendors.

IV. Taxes

- a. Vendors are obligated to remit any and all applicable taxes to the relevant authorities in connection with this event.
- b. Food Vendors are on notice that the Town of Lovettsville charges a 3% meals tax on all food and beverage sold in the Town of Lovettsville. Food Vendors agree to provide (i) verification of their net proceeds for food and beverage on the day; and (ii) payment to the Town of Lovettsville on the net proceeds for food and beverage sold the day of the event.

V. Mayfest Committee Discretion

- a. The Lovettsville Mayfest Committee reserves the right to reject a Vendor at their discretion.
 - i. Vendors whose products or offerings are deemed incompatible with a family friendly atmosphere or whose offerings are redundant to other offerings may be rejected.
 - 1. In any event, the Lovettsville Mayfest Committee's policy is to encourage as many Vendors as possible to provide as diversified and rich an event for guests as possible.

Vendor Application

Business Name:			
Contact Name:			
Phone:			
Email:			
Website:			
Booth Type	Price	Quantity	Subtotal
Food Truck	\$250.00		
Food Booth	\$175.00		
Premium Vendor	\$200.00		
Standard Vendor	\$150.00		
		Application Fee*:	\$25.00
		Total:	
Please remit a separate check for Application Fee amount, which is Non-Refundable			
Please make all checks payable to Lovettsville Mayfest Committee			
Business Description:			
Signature:			

By signing this form, I represent that I have the authority to commit the Business herein to the obligations above.

Sign and return via e-mail or mail to:

Lovettsville Mayfest Committee

mayfest@lovettsvilleva.gov

P.O. Box 209

Lovettsville, VA 20180

Food vendors also need complete and submit a temporary food permit with the Loudoun Health Department. A copy of the approved permit will need to be submitted with your application. If you already have a food permit for VA please submit a copy with this page completed

Applications for food permits can be found here [Food Permit Application](#)

Questions about food permits can be emailed to [Tamara Shellenberger](#)