

Hello All!

**MayFest 2019** is going to be another great year, and definitely should not be missed! We will be turning 44 this year, and all of historic downtown Leesville will be one big celebration! May 3rd and 4th promises to bring talented Arts and Crafts Vendors, big name live entertainment, musicians, artists and visitors together on one street- 3<sup>rd</sup> Street, in the Heart of Historic Downtown Leesville.

As with any festival that has endured for more than four decades, traditional activities such as the Lions Club breakfast, dozens of incredible food vendors, combined with the latest in sound and lights on the 1910 Historic Courthouse, and a variety of popular regional, state, and nationally-known music artists will make **MAYFEST 2019** the place for vendors to be!

The **Artisans' Village** will be located north of the. This is where all of our arts and crafts vendors will be able to display their creativity among their peers. Our **Main Street Marketplace** will be to the south of the Main Stage and extend to the Farmer's Market. **Main Street Marketplace** will be home to all of our retail merchandise vendors and information booths.

The staff here at Vernon Parish Tourism and **MayFest 2019** appreciates our vendors and is excited about the changes we have made at your request! You are the heartbeat of our Festival and we want to do everything in our power to make your experience with **MayFest 2019** a fun, happy, and profitable one.

Sincerely,

Jack Maile  
Vernon Parish Tourism Commission  
Work: 337 238-0783  
E-Mail: [jonath\\_m1236@att.net](mailto:jonath_m1236@att.net)



# Getting started with your application for a space for your **FOOD COURT**

In order to maintain a good variety for our guests, as well as maximize sales for our vendors, all food vendors are limited to **THREE PRE-APPROVED ENTREES**. Entrée approval is on a first-come-first-serve basis.

We have some new rules this year so **please read the rules and regulations carefully!** When you print this packet, two sets of rules will be included. One set needs to be initialed next to each check and returned with your application, the other set is to be kept in your records for your reference. Applying vendor will be notified within one week if application has been accepted.

If you have any questions, please call Jack Maile at: 337 238-0783 ext 101.

## **Application Checklist**

Please double-check to make sure you have included all the necessary documents!  
Your application cannot be approved without **ALL** of the following information!

1. Initialed and signed copy of **Rules and Regulations**.
2. Completed **Vendor Application** form.
3. Copy of **Product Liability Insurance Certificate**.
4. **Check or Money Order** (No Cash)

# FOOD COURT RULES AND REGULATIONS

**Return this initialed and signed copy with your application**

**Your application will not be considered without this**

Thank you for expressing an interest in acquiring booth space in our **FOOD COURT** area for **MayFest 2019** which will be held May 3rd and 4th in Historic Downtown Leesville.

Please read these rules and regulations carefully, as some things have changed, and initial next to each check. Please be sure to include this signed and initialed agreement with your completed application.

These new rules and regulations are to ensure the safety and welfare of our vendors and guests.

- ✓ *NO BEVERAGES CAN BE SOLD OR GIVEN AWAY DURING MAYFEST.*
- ✓ *NO FIREARMS ALLOWED ON FESTIVAL GROUNDS.*
- ✓ *NO VEHICLES IN FESTIVAL GROUNDS DURING FESTIVAL HOURS.*
- ✓ *NO RAFFLES OR SOLICITING DONATIONS FOR CHANCES TO WIN A*

- ✓ All food court vendors must utilize a three-bucket sanitizing system. (See attached sheet) In order to maintain a safe and sanitary environment for customers, all food vendors must be able to wash and sanitize their hands and utensils on site. **MayFest 2019** staff will be making periodic checks, and failure to comply will result in that vendor being shut down until they do comply.

- ✓ Food Booths (not trucks) may register and begin set-up beginning at 10:30 am, Friday May 3rd.
- ✓ All food must be stored properly and at safe temperatures (See attached Critical Food Temperatures Chart). All food vendors must have a food thermometer on hand when a **MayFest 2019** staff member asks to check.
- ✓ One 55 gallon trash can is required for every 10 ft of booth length for customer use. These trash cans are to be maintained by the vendor.
- ✓ **A COPY OF PRODUCT LIABILITY INSURANCE** (minimum of \$250,000) Proof must be provided at time of booth payment. Insurance certificate must include the following wording: with additional insured as Vernon Parish Tourism and Recreation Commission and Vernon Parish Police Jury.
- ✓ All vendors must supply their own change. Come prepared, most banks will not provide you change.
- ✓ **NO OFFENSIVE RACIAL, SEXUAL, PROVOCATIVE OR DRUG RELATED MERCHANDISE** or literature shall be displayed, sold or distributed.
- ✓ **NO WEAPONS, KNIVES, GUNS, LASER POINTERS, SILLY STRING, FIREWORKS, FIRECRACKERS, STINK BOMBS, POPPERS, SNAPPERS**, or resemblance thereof shall be sold, displayed, or brought onto the festival grounds.
- ✓ Absolutely no drones in or around the festival area.
- ✓ Walking around selling wares is prohibited. All sales shall be limited to the confines of your booth.
- ✓ **MayFest 2019** organizers, police, and festival security are the only ones authorized to move street barricades. Anyone found moving barricades will be expelled from the Festival.
- ✓ No generators will be allowed.
- ✓ In the event of a personal emergency and a vendor must leave early, a festival organizer **MUST** be notified to supervise their departure during festival operating hours.
- ✓ Food vendors **MAY NOT** sell beverages of any type.
- ✓ Vendors may sell **ONLY** the items listed and approved on their application. Items such as french fries, onion rings, baked beans, potato salad, coleslaw, etc., may be served as a side item to the main dish, but must be listed. We reserve the right to expel any vendor not in compliance with this requirement and the vendor will forfeit the application fee.
- ✓ If an approved menu item sells out, it may **NOT** be replaced with another item.
- ✓ Food Truck/Trailer fees are \$300 up to 25 ft, \$5 per foot for anything over 25 ft. (Trucks are measured from bumper to bumper, trailers are measured from tongue to rear bumper) Electricity is included with all food court booth spaces. **Tents, roofs, tarps, sides, chairs, tables, extension cords, or sandbags are not provided.**
- ✓ Personal checks and money orders are accepted. **NO CASH** will be accepted.

- ✓ Vendors need at least **200 feet of heavy duty extension cords**. **ONLY THE ELECTRICAL ITEMS LISTED AND APPROVED ON THE APPLICATION** will be allowed. No direct wiring will be allowed.
- ✓ Deadline for applications is April 1<sup>st</sup>, 2019. We reserve the right to stop accepting applications prior to the deadline.
- ✓ Booths may be set up on Friday, May 3rd, between 8:00 am and 1:00 pm. Towing vehicles will only be allowed in the festival area for 30 minutes after sign in. Parking **IS NOT ALLOWED** within any of the festival perimeters during festival hours.
- ✓ Booths must remain open on Friday, May 3rd, from 4:00 pm until 11:00 pm. On Saturday, May 4th, booths must be open from 8:00 am until 11:00 pm.
- ✓ **MayFest 2019** is a rain or shine event. The Vernon Parish Tourism Commission will not be liable for refunds or any other liabilities whatsoever for the failure to produce **MayFest 2019** due to reasons of the closure of the festival.
- ✓ There will be no refund of registration fees for booth cancellations after April 1, 2019.
- ✓ **Waste water and waste oil and grease must be disposed of off-site. Anyone caught dumping waste water on Festival grounds will be immediately expelled from the Festival and permanently banned from future participation.**
- ✓ Water and ice will not be provided.
- ✓ All vendors are responsible for collecting sales tax and remitting payment to the state and parish tax offices.
- ✓ The Vernon Parish Tourism Commission will not be liable for refunds or any other liabilities whatsoever for the failure to produce **MayFest 2019** due to reasons of the closure of the festival.
- ✓ Returning vendors are not guaranteed the same location as previous years. Though we will try to accommodate whenever possible, **MayFest 2019** organizers reserve the right to make changes at any time.
- ✓ **HOLD HARMLESS CLAUSE**: The vendor agrees and covenants to indemnify, defend, and hold harmless the Vernon Parish Tourism Commission and **MayFest 2019**, its officers, directors, volunteers, officials, employees, and agents from and against any and all liabilities, claims, suits, and causes of action of whatever nature or type (including but not limited to causes of action based upon tort, strict liability or otherwise), and all attorney fees, costs, and expenses incidental thereto, which may arise or in any way be connected, directly or indirectly, with the vendor's participation the Vernon Parish Tourism Commission and MayFest 2019. This indemnification is absolute, personal to the vendor, and is not limited by the insurance coverage which the vendor may have in place.

**PLEASE RETURN THIS INITIALED AND SIGNED FORM WITH YOUR APPLICATION AND PAYMENT TO:**

Vernon Parish Tourism Commission  
P. O. Box 349  
Leesville, LA 71496  
201 South Third St.  
337-238-0783, Ext. 101

**I UNDERSTAND AND AGREE TO THE FESTIVAL POLICY THAT VENDORS ARE NOT ALLOWED TO SELL OR GIVE AWAY BEVERAGES, INCLUDING WATER DURING MAYFEST.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOOD COURT RULES/REGULATIONS**

The Vernon Parish Tourism Commission reserves the right to expel any vendor who does not follow the rules and regulations established by **MayFest 2019**. **NO REFUNDS will be given if vendor is expelled.**

I, \_\_\_\_\_

representing \_\_\_\_\_

Have read and agree to the requirements to operate a Food Court Vendor Booth at **MayFest 2019**.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# MayFest 2019

## Vendor's Copy

### Rules and Regulations

**Please keep this for your records.**

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# APPLICATION

## FOOD COURT

Vernon Parish Tourism Commission  
P. O. Box 349  
Leesville, LA 71496  
201 South Third St.  
337-238-0783, Ext. 101

**Food Court**

May 3rd and 4th, 2019

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Night: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Website and/or Facebook Page \_\_\_\_\_

Spaces:	10x10 Non-Commercial	<b>NON-PROFIT*</b>	\$160	\$ _____
	10x20 Non-Commercial	<b>NON-PROFIT*</b>	\$235	\$ _____
	10x20 Commercial		\$285	\$ _____
	10x10 Commercial		\$195	\$ _____
			Total Due:	\$ _____

**\*all non-profits must include a copy of their 501 (c) (3)**

List 1-3 items you **REQUEST** to sell:

Sale Price of items:

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Will you need electricity (please circle):                      YES                                      NO  
Will you need (please circle):                                      110    220\*

**\*Please see attached diagram and circle which plug you will be using.**

What will you be plugging in and how many amps does each item pull: (you will not be allowed to plug in anything that has not been approved on this list)

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Make check or money order payable to:

**Vernon Parish Tourism Commission**

Mail fee and application to:

MayFest  
Vernon Parish Tourism Commission  
Attn: Marci Cook  
P. O. Box 349  
Leesville, LA 71496

**PLEASE INCLUDE THIS APPLICATION AS WELL AS YOUR INITIALED AND SIGNED RULES AND REGULATIONS FORM AND PRODUCT LIABILITY INSURANCE CERTIFICATE WITH YOUR CHECK OR MONEY ORDER!**

## 3 Compartment Set Up For a Temporary Food Booth

**Recommend using deep buckets for utensil washing / rag washing  
& shallow dish tubs for designated hand washing station setup**

### 3 step process



1. Wash –Potable water & soap / detergent (Use hot or warm water if available)
2. Rinse – Potable water (for rinsing soapy residue off from 1<sup>st</sup> step)
3. Sanitize – Potable water & Sanitizer at concentration approved to dry on food contact surfaces

**Chlorine:** Safe concentration is 50-100 ppm (\*Use non-fragrant bleach in cool water. Add only a small amount to make sanitizing solution & test with Chlorine test strips.)

**Precision Chlorine Test Paper**  
Use dry fingers to remove strip of paper from vial, dip strip into solution to be tested, without agitation and compare immediately with color chart on label. This color indicates approximate strength of the solution in parts per million (p.p.m.) available chlorine.  
TIME OF TEST – 1 SECOND  
10 p.p.m. 50 p.p.m. 100 p.p.m. 200 p.p.m.






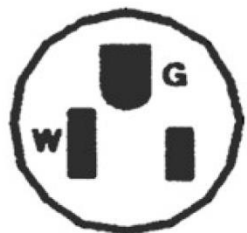
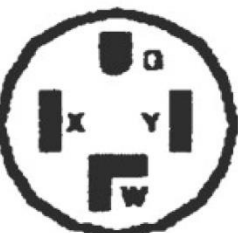

**Quaternary Ammonium:** Safe concentration is generally 200ppm (\*may vary according to the brand of QT solution used so always check label requirements for sanitizing food contact surfaces. Test with Quat-40 test strips.)

**Quat-40 Test Paper**  
IMMERSE FOR 10 SECONDS, COMPARE WHEN WET.  
ACCEPTABLE RANGE 150-400 Parts Per Million  
0 150 200 400 500



Contact the event coordinator if you have additional questions. Thank you.

# Approved Electrical Plugs for MayFest

Minimum Cord Size - (50' - 14ga) / (100' - 12ga)		Minimum Cord Size - (50' - 12ga) / (100' - 10ga)	
<u>5-15p</u>		<u>5-20p</u>	
<b><u>15 Amp 125 Volt</u></b>		<b><u>20 Amp 125 Volt</u></b>	
Minimum Cord Size - (50' - 10ga) / (100' - 8ga)		Minimum Cord Size - (50' - 12ga) / (100' - 10ga)	
<u>10-30p</u>		<u>5-20p</u>	
<b><u>30 Amp 125 Volt</u></b>		<b><u>20 Amp 125 Volt</u></b>	
Minimum Cord Size - (50' - 8ga) / (100' - 6ga)		Minimum Cord Size - (50' - 6ga) / (100' - 4ga)	
<u>14-30p</u>		<u>14-50p</u>	
<b><u>30 Amp 250 Volt</u></b>		<b><u>50 Amp 250 Volt</u></b>	

Please circle the plug type you  
will be using.