

Hello All!

MayFest 2018 is going to be another great year, and definitely should not be missed! We will be turning 43 this year, and all of historic downtown Leesville will be one big celebration! May 4th and 5th promises to bring talented Arts and Crafts Vendors, big name live entertainment, musicians, artists and visitors together on one street- 3rd 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 Lion's 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 2018** the place for vendors to be!

The **Artisans' Village** will be located north of the Food Court. This is where all of our arts and crafts vendors will be able to display their creativity among their peers. Because the **Artisans' Village** will be north of the Food Court, it will be a little further away from the hustle and bustle of the main stage and therefore a little more tranquil for all of you creative types! ...and north of the **Artisans' Village** will be the Mayor's own **Classic Car Show**.

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 2018** 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 2018** a fun, happy, and profitable one.

Sincerely,

Jack Maile
Vernon Parish Tourism Commission
Work: 337 238-0783
Cell: 337 544-0523
E-Mail: jonath_m1236@att.net



Getting started with your application for a booth in our

ARTISANS' VILLAGE

Thank you for your interest in being a vendor in our **Artisans' Village** at **MayFest 2018!**

MayFest originally started as an Arts and Crafts Festival 43 years ago, so again this year, in keeping with that tradition, we are giving our talented artisans and craftspeople their very own area. The **Artisans' Village** will be located on 3rd St. north of the Food Court in the heart of Historic Downtown Leesville.

In order for your booth to be located in the **Artisans' Village**, everything you sell must be handcrafted, knitted, painted, carved, etched, crocheted... or, otherwise MADE by you! So when you send in your application please include pictures of each type of item you wish to sell.

Vendors whose merchandise is mass produced, manufactured, imported, refurbished or repurposed will be located in their own area, **Main Street Marketplace**, on the south end of the Festival.

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 reviewed without ALL of the following information!

1. Initialed and signed copy of **Rules and Regulations**.
2. Completed **Vendor Application** form.
3. Pictures of what you will be selling.
4. **Check or Money Order** (No Cash)

ARTISANS' VILLAGE 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 **Artisans' Village** for **MayFest 2018** which will be held May 4th and 5th in the heart of 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.

- *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 PRIZE.*

- ✓ 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 2018** organizers, police, and festival security are the only ones authorized to move street barricades. No generators will be allowed.
- ✓ In the event of a personal emergency requiring a vendor to leave early, a festival organizer **MUST** be notified to supervise their departure during festival operating hours.
- ✓ **NOT PROVIDED: sand bags, tents, roofs, tarps, sides, chairs, tables, extension cords.**
- ✓ 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 30th, 2018. We reserve the right to stop accepting applications prior to the deadline.
- ✓ Booths may be set up on Friday, May 4th, 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 4th, from 4:00 pm until 8:00 pm. On Saturday, May 5th, booths must be open from 8:00 am until 8:00 pm.
- ✓ There will be no refund of registration fees for booth cancellations after April 2, 2018.
- ✓ **Waste water and waste oil and grease must be disposed of off-site.**
- ✓ 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.
- ✓ **MayFest 2018** 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 2018** 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 2018** 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 2018**, 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 2018**. 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 _____

ARTISANS' VILLAGE 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 2018**. **NO REFUNDS** will be given if vendor is expelled.

I, _____

representing _____

Have read and agree to the requirements to operate an Artisan's Vendor Booth at **MayFest 2018**.

Signature: _____

Date: _____



MayFest 2018

Vendor's Copy

Rules and Regulations

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APPLICATION

ARTISANS' VILLAGE

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

Artisans' Village

May 4th and 5th, 2018

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Phone: Day: _____ Night: _____ Cell: _____

Email: _____

Website and/or Facebook Page (This will be added to our Interactive Map) _____

Spaces: 10x10 \$145 \$ _____

 10X20 \$220 \$ _____

Total Due: \$ _____

Please describe what you will be selling:

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)

Make **check or money order** payable to:

Vernon Parish Tourism Commission

Mail fee and application to:

MayFest

Vernon Parish Tourism Commission

Attn: Jack Maile

P. O. Box 349

Leesville, LA 71496

PLEASE INCLUDE THIS APPLICATION AS WELL AS YOUR INITIALED AND SIGNED RULES AND REGULATIONS FORM WITH YOUR CHECK OR MONEY ORDER

