

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 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 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

Main Street Marketplace

Information Booth (non-profit)

Thank you for your interest in being a vendor in our **Main Street Marketplace** at **MayFest 2018!**

One of the best things about going to a great festival like **MayFest 2018** is shopping for all the t-shirts, toys and fun stuff that you can't find anywhere else! This year we have designated the entire south end of **MayFest 2018** to retail vendors, and we are calling it the **Main Street Marketplace**.

Non-profit Information Booth:

We welcome all legally recognized **501 (c) (3)** non-profit organizations to set up a booth in our **Main Street Marketplace** to educate the public on all the good work that you are doing in our community!

In order to have a non-profit information booth, you must provide a copy of your 501 (c) (3) IRS letter of certification.

As a non-profit information booth, you may not sell any merchandise, sell chances to win a prize, or solicit donations for chances to win a prize.

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.

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. A copy of your organization's **501 (c) (3)** letter of certification.
4. **Check or Money Order** (No Cash)

Main Street Marketplace
Information Booth (non-profit)
RULES AND REGULATIONS

Return this initialed and signed copy with your application

Thank you for expressing an interest in acquiring booth space in our **Main Street Marketplace** 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 to 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 _____

MAIN STREET MARKETPLACE (NON-PROFIT)
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 a non-profit information vendor booth at **MayFest 2018**.

Signature: _____

Date: _____



MayFest 2018

Vendor's Copy

Rules and Regulations

Please keep this for your records.

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Approved 10/24/17

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Please describe your organization:

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 AND YOUR 501 (c) (3) LETTER OF CERTIFICATION WITH YOUR CHECK OR MONEY ORDER