



2023

## ALWAYS THE FIRST FULL WEEKEND IN MAY

Vernon Parish Tourism Commission

P. O. Box 349

Leesville, LA 71496 [www.LouisianaLegendCountry.com](http://www.LouisianaLegendCountry.com)

MayFest 2023 will be great this year and should not be missed! May 5<sup>th</sup> and May 6<sup>th</sup> will bring vendors, entertainers, musicians, artists, and visitors together on one street—Third Street, the heart of the Leesville National Register Historic District.

Traditional activities such as the Lion's Club Breakfast, many food vendors, combined with the latest in sound and lights on the 1910 historic Courthouse lawn, and a variety of popular regional, state, and nationally- known music artists will make MayFest the place for vendors to be!

Vendors, take advantage of this opportunity to sell to repeat customers and generate new customers.

Send in your completed application and fee before March 6<sup>th</sup>, 2023, and take 15% off the booth price only! Other fees, such as electricity and extra hitch space remain the same. Just mark the correct amount, booth price minus 15%, in the correct space on your application, add any additional fees— electricity, extra hitch space, etc., and place the total due on the application. Must be returned by the end of business, on Monday, March 6<sup>th</sup>, to take advantage of this offer! Prices for booths will return to the regular, full amount on March 7<sup>th</sup>, 2023.

Please don't hesitate to call if you have any questions. We look forward to seeing you at MayFest 2023!

Angela Broyard (MayFest Coordinator)

Vernon Parish Tourism Commission

Work: 337-238-0783

Email: [vernontourism@bellsouth.net](mailto:vernontourism@bellsouth.net)



Hello All!

2023 is going to be a great year for MayFest and should not be missed! Historic downtown Leesville will be one big celebration! May 5<sup>th</sup> and 6<sup>th</sup> promises to bring talented Arts and Crafts Vendors, Retail Merchandise Vendors, Big Name Live Entertainment, musicians, artists, and visitors together on Third Street, in the heart of Historic Leesville Mainstreet.

Mayfest has been celebrated for more than four decades. MayFest 2023 will include traditional activities such as the Lions Club breakfast, incredible Food, Art, and Crafts vendors. Providing entertainment will be a variety of popular regional, state, and nationally known music artists who will perform May 5<sup>th</sup> and 6<sup>th</sup>.

Art, Craft and Retail vendors will all be located south of the main stage and extend to the Leesville Main Street Farmer's Market.

Our staff at Vernon Parish Tourism is excited about MayFest 2023! You are the heartbeat of our Festival, and we want to make your experience with MayFest 2023 a memorable one.

Sincerely,

Angela Broyard  
Executive Assistant  
Vernon Parish Tourism Commission  
337-238-0783  
Email: [vernontourism@bellsouth.net](mailto:vernontourism@bellsouth.net)

Like us on Facebook

# Getting started with your application for a space for your

## **FOOD TRUCK/TRAILER/TENT**

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 Angela Broyard at: 337-238-0783.

## **Application Checklist**

Please double-check to make sure you have included all the necessary documents! Your application cannot be approved without **ALL** 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 TRUCK/TRAILER/FOOD TENTS RULES AND REGULATIONS

## This is YOUR copy of the Food Court Rules and Regulations for MayFest 2023 KEEP THIS COPY FOR YOUR RECORDS

Thank you for expressing an interest in acquiring booth space in our **FOOD COURT** area for **MayFest 2023** which will be held May 5<sup>th</sup> & 6<sup>th</sup> in Historic Downtown Leesville.

These rules and regulations are to ensure the safety and welfare of our vendors and guests. PLEASE READ CAREFULLY AND COMPLETELY.

- ✓ All food court vendors must utilize a three-bucket sanitizing system. (See attached)

- *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.*

- ✓ 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 2023** staff will be making periodic checks, and failure to comply will result in the shutdown of vendor operation until they are compliance with this stipulation.
- ✓ Food Trucks must register and move into position between 8:00 am and 9:00 am Friday May 5<sup>th</sup>, set-up may continue until 1pm.
- ✓ 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 2023** staff member asks to check.
- ✓ Sale of Soda, Juices, Water are permitted. No alcohol sales allowed.

- ✓ 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. Trash must be disposed of as needed 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** organizers, police, and festival security are the only ones authorized to move street barricades. Anyone found moving barricades will be expelled from the Festival.
  - ✓ 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.
  - ✓ 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.
  - ✓ You will need to provide **total Electrical Amps** you will be using during the Festival. Additional electricity will not be available on the dates of the event. Failure to report all Amps that will be needed during the festival could result in electricity not being provided to you during the festival or could result in you being asked to vacate the festival. Failure to report total Amp usage could result in the disruption of other food vendors, vendors, and music during the festival. **Please list all appliances, fans, AC, etc. that you will be using to include amp usage for each.**
  - ✓ Parking is **NOT ALLOWED** within any of the festival perimeters during festival hours.
  - ✓ Booths must remain open on Friday, May 5<sup>th</sup>, from 4:00 pm until 11:00 pm. On Saturday, May 6<sup>th</sup>, booths must be open from 8:00 am until 11:00 pm.

- ✓ **MayFest 2023** 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 2023** due to reasons of the closure of the festival.
- ✓ **Wastewater and waste oil and grease must be disposed of off-site. Anyone caught dumping wastewater 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.
- ✓ Returning vendors are not guaranteed the same location as previous years. Though we will try to accommodate whenever possible, **MayFest 2023** 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 2023**, 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 2023**. 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

**I UNDERSTAND AND AGREE TO THE FESTIVAL POLICY THAT VENDORS ARE NOT  
ALLOWED TO SELL OR GIVE AWAY BEVERAGES, INCLUDING WATER DURING  
MAYFEST 2023.**

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

**FOOD TRUCK/TRAILER/TENT 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 2023**.  
**NO REFUNDS will be given if vendor is expelled.**

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

representing \_\_\_\_\_

Have read and agree to the requirements to operate a Food Truck/Trailer  
Vendor Booth at  
**MayFest 2023.**

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

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

# Rules and Regulations

## RETURN THIS COMPLETED DOCUMENT WITH THE REST OF YOUR APPLICATION TO BE CONSIDERED FOR MAYFEST 2023.

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 rules and regulations are to ensure the safety and welfare of our vendors and guests. PLEASE READ CAREFULLY AND COMPLETELY.

- ✓ All food court vendors must utilize a three-bucket sanitizing system. (See attached). 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** staff will be making periodic checks, and failure to comply will result in that vendor being shut down until they follow the **Mayfest** regulations.
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# APPLICATION FOOD COURT

Make Check or Money Order Payable To: MayFest

Vernon Parish Tourism Commission  
Attn: Angela Broyard  
P. O. Box 349, Leesville, La. 71446

**May 5<sup>th</sup> & May 6<sup>th</sup>, 2023**

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

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

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

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

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

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

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

Spaces:	Truck/Trailer up to 25 ft.	\$300.00	\$ _____
	Every Extra foot	\$5.00	\$ _____
	Electricity	\$25.00	\$ _____
	Food Tents	\$300.00	\$ _____

**Trucks are measured from bumper to bumper**

**Trailers are measured from hitch to rear bumper**

Total Due: \$ \_\_\_\_\_

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

Sale Price of items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you need electricity (please circle):                      YES                      NO

Will you need (please circle):                                      110                                      220

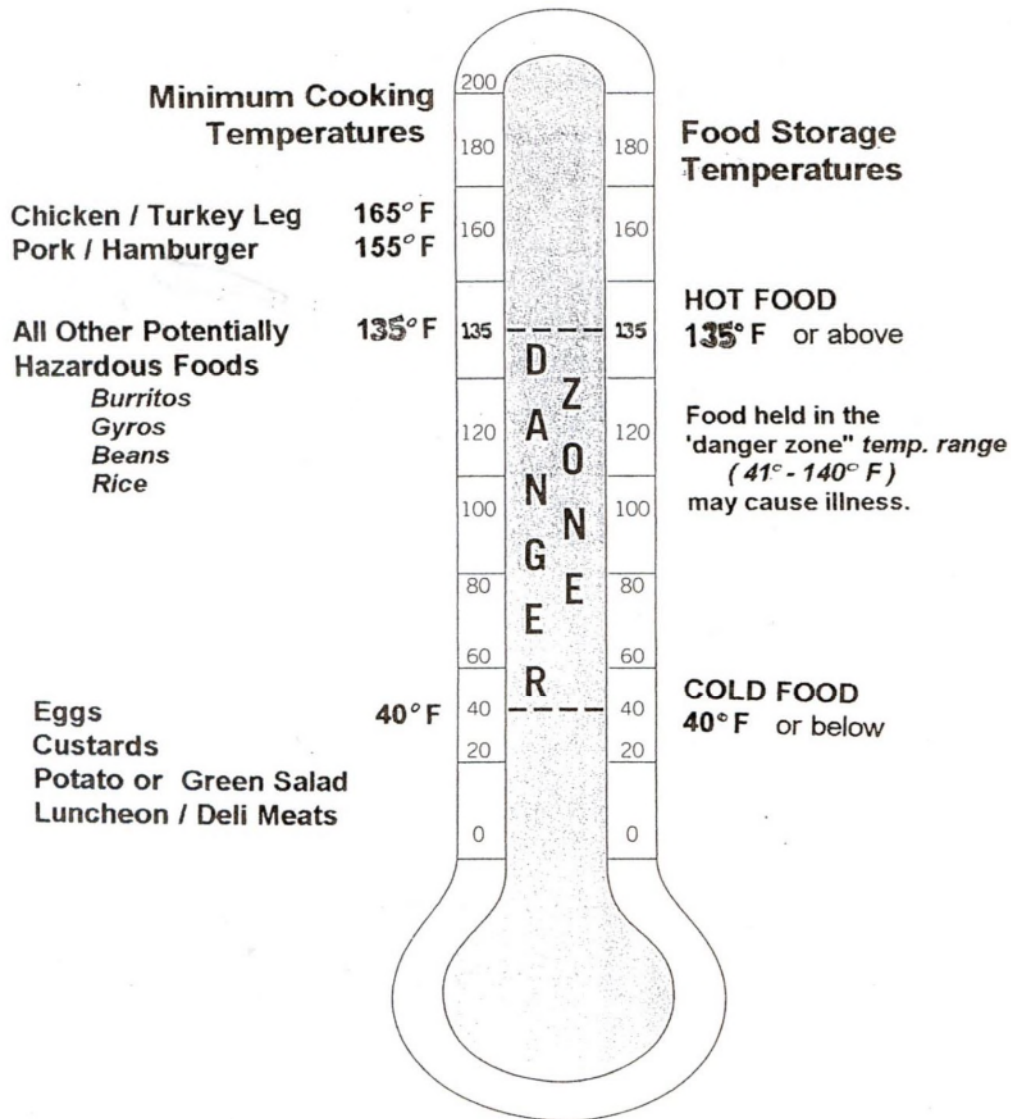
If you are requesting 220, please see attached diagram and circle which type of outlet you will be using.

You may bring and use your own generator this year, but we must know in advance. Will you be bringing and using a generator? YES    NO    If yes, what type, how big, how noisy, and is it enclosed within your truck/trailer or somehow connected to your truck/trailer? \_\_\_\_\_







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)

\_\_\_\_\_  
\_\_\_\_\_

# Critical Food Temperatures



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

If you require 220, please circle which type of outlet you will be using and return this sheet with your application.

## 3 Compartment Set Up For a Temporary Food Booth

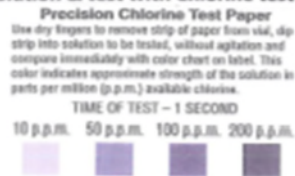
Recommend using deep buckets for utensil washing / rag washing  
& shallow dish tubs for designated hand washing station setup

### 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.)



**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.)



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