**2025 Lovettsville Mayfest Vendor Application**

**Event Date:** Saturday, May 17, 2025

**Event Time:** 10:00 AM – 6:00 PM

**Location:** LovettsvilleTown Green, 11 Spring Farm Drive, Lovettsville, VA

Thank you for your interest in becoming a vendor at Lovettsville Mayfest 2025! This beloved annual spring event celebrates our community with food, crafts, entertainment, and fun family activities. To be considered as a vendor, please complete this application in its entirety. For full details on vendor participation, fees, and requirements, please review the *“Mayfest Vendor Information Packet”* located at <https://www.lovettsvilleva.gov/mayfest-2025/> before submitting your application.

**Vendor Information**

1. Business/Organization Name:
2. Contact First Name:
3. Contact Last Name:
4. Primary Phone Number:
5. Email Address:
6. Business Address:
7. City:
8. State:
9. Zip Code:
10. Website (if applicable):
11. Facebook or Social Media Page (if applicable):
12. Emergency Contact
13. Emergency Contact Name:
14. Emergency Contact Phone Number:

**Booth Selection & Vendor Type**

1. Booth Space Preferences:

☐ 10’ x 10’ Standard Space

☐ 10’ x 20’ Double Space (if available)

1. Select Your Vendor Type:

☐ Craft Vendor

☐ Craft Vendor (Lovettsville licensed business)

☐ Craft Vendor (Double Space)

☐ Pre-Packaged Food Vendor

☐ Pre-Packaged Food Vendor (Lovettsville licensed business)

☐ Non-Profit/Civic Organization

☐ Political Candidate

☐ Young Entrepreneur Vendor ($25 shared space / $50 full booth)

1. There is NO access to electricity, will you be using a generator? (Yes/No – If yes, list type and noise level)
2. Will you need accommodations for oversized items? (Yes/No)

**Additional Requirements All Vendors (Except Young Entrepreneurs)**

1. All vendors are required to submit the following before approval: “*Indemnification, Liability and Insurance Statement,”* Attachment A.

☐ I acknowledge that I will submit the required insurance documentation before my application is approved.

**Food Vendors (Additional Requirements)**

1. Pre-packaged food vendors are required to submit the following before approval: *“Detailed List of Food Items,”* Attachment B, and if applicable your Loudoun County Health Department Temporary Food Sale Permit or their Virginia Department of Agriculture and Consumer Services (VDACS) permit.

☐ I acknowledge that I will submit all required food vendor forms before my application is approved.

1. If applicable all prepared food and beverages that are ready to eat are subject to the Town of Lovettsville Meals Tax. Post-event sales report and collected tax are due within one week after the event with proof of sales receipts. See documents “*Meals Tax Agreement,”* Attachment C, and the “Town of Lovettsville *Meals Tax Return – Temporary Vendor,”* Attachment D.

☐ I acknowledge that I will submit all required documentation and if applicable collected taxes within a week of the event.

**Product & Display Details**

1. Craft, Young Entrepreneur, and Pre-Packaged Food Vendors, describe what you will be selling.
2. Non-Profit/Civic, and Political Candidate Organizations, provide a short statement about your organization’s mission.
3. How long will it take you to set up your booth?
4. How many vehicles will need access for unloading and loading?
5. Young Entrepreneur Vendors Only: Are you requesting to share a 10’ x 10’ booth with another young entrepreneur ($25), or would you like your own full 10’ x 10’ booth ($50)?
6. **Young Entrepreneur Vendors Only**: Vendors will be notified by April 28th regarding their booth partner. Do you agree to coordinate table(s) setup with your assigned partner? (Yes/No)
7. **Civic Organizations Only**: Would you like a booth rate waiver in exchange for volunteer services at Mayfest?

☐ Yes, and I will contact Sarah Moseley at smoseley@lovettsvilleva.gov

☐ No, I will pay the standard vendor rate.

☐ NA

**Agreement & Policies**

Event Policies & Payment Agreement

☐ I understand that vendor rates are non-refundable unless the event is canceled by the Town of Lovettsville.

☐ I acknowledge that vendors must remain set up for the entire event duration (10:00 AM – 6:00 PM) and cannot leave early without approval.

☐ I agree to abide by all event policies and understand that failure to comply may result in removal from the event.

☐ I understand that vendor spaces are assigned on a first-come, first-served basis upon application approval.

**Vendor Application Timeline**

* February 7: Online application opens
* February 7 – March 15: Discounted Vendor Rates Apply
* March 16 – April 11: Regular Vendor Rates Apply
* April 11: Final Deadline for Vendor Applications (or until spaces are full)

For additional event details, visit the Mayfest webpage on the Town of Lovettsville website located at <https://www.lovettsvilleva.gov/mayfest-2025/>. For any questions, contact Sarah Moseley. Town of Lovettsville Community Engagement & Economic Development Coordinator, smoseley@lovettsvilleva.gov.

**Next Steps:**

* Submit your completed application online.
* Look for an email confirming receipt of your application.
* Upon approval, you will receive invoice and payment instructions.
* Stay updated by following the Town of Lovettsville’s Mayfest Facebook Page for announcements, and as Mayfest gets closer, be sure to check your email for important event updates and logistics information.