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**Willkommen to Mayfest!**

The Town of Lovettsville is excited to host our annual Mayfest on May 17, 2025, with vendors. The Town of Lovettsville is ready to celebrate Spring with food, crafts, and entertainment to showcase our Town and promote community spirit. Mayfest is a great opportunity to showcase your business and organization to families from across the region!

If your business or organization would like to participate, read the following information, complete the online application, and begin submitting the required documents and fees. Lovettsville Mayfest is a family and community-friendly event. Spaces will be assigned upon approval at the sole discretion of the Town of Lovettsville on a first-received, first-served basis after all parts of the application process are completed. The deadline for submitting an application is April 11, 2025, or until all spaces have been filled. Submit your applications early to ensure the best spots.

Stay updated by following the Town of Lovettsville’s “Lovettsville MayFest” Facebook Page for announcements, and as Mayfest gets closer, be sure to check your email for important event updates and logistics information.

We look forward to including you in our celebration this year, and we intend that it will be - with your participation - our best Mayfest yet! Please reach out to Sarah Moseley, Town of Lovettsville Community Engagement & Economic Development Coordinator, with any questions you may have at [**smoseley@lovettsvilleva.gov**](mailto:smoseley@lovettsvilleva.gov).

**Application Process**

1. February 7: Online application process opens and can be viewed on the Town of Lovettsville Website at <https://www.lovettsvilleva.gov/mayfest-2025/>
2. February 7 – March 15:A discounted vendor rate will be applied to all those who sign up to be a vendor. On March 16, 2025, regular vendor rates will be applied.
3. After submitting the online application, vendors must email a copy of Attachment A (“Indemnification, Liability and Insurance Statement”) and a copy of their insurance endorsement to [smoseley@lovettsvilleva.gov](mailto:smoseley@lovettsvilleva.gov).
4. As soon as vendors are notified of their application approval, a Square payment link will be emailed to the vendor to pay the appropriate vendor rate. Swift payment will help ensure prime vendor locations. *Please note until the vendor payment is received, vendors will not be on the confirmed Mayfest Vendor list.*

**April 12, 2025 -** Online application process closes. No additional applications will be accepted.

**Week of April 28, 2025 -** Final details will be emailed to all confirmed vendors.

**May 17, 2025 –** 2025 Lovettsville Mayfest

**Vendor Pricing: February 7 - March 15, 2025**

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| --- | --- | --- | --- | --- | --- |
| **Vendor Type** | **Structure** | **Operation** | **Location\*** | **Size** | **Cost** |
| Craft Sales | tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $125 |
| Craft Sales  (Lovettsville licensed business) | tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $75 |
| \*Pre-Packaged Food Vendor | tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $125 |
| \*Pre-Packaged Food Vendor  (Lovettsville licensed business) | tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $75 |
| Political Candidates | tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $125 |
| Non-Profit/Civic Organization | tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $75 |
| \*\*Young Entrepreneur | shared tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $25/  $50 |

**Vendor Pricing: March 16 - April 11, 2025**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Vendor Type** | **Structure** | **Operation** | **Location\*** | **Size** | **Cost** |
| Craft Sales | tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $150 |
| Craft Sales  (Lovettsville licensed business) | tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $75 |
| \*Pre-Packaged Food Vendor | tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $150 |
| \*Pre-Packaged Food Vendor  (Lovettsville licensed business) | tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $75 |
| Political Candidates | tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $150 |
| Non-Profit/Civic Organization | tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $75 |
| \*\*Young Entrepreneur | shared tent | Sat, May 17: 10a-6p | Town Green | 10’ wide,  10’ deep | $25/  $50 |

The Town Green is located between Hammond Drive, Spring Farm Drive, and Town Center Drive.

11 Spring Farm Drive, Lovettsville

**Guidelines**

**Fees**

Mayfest is a rain or shine event. All vendor rates are non-refundable. Vendors within the town limits of Lovettsville must be in good standing with license fees and taxes paid.

If your civic organization is interested in having a booth and agrees to a mutually acceptable volunteer arrangement with the Lovettsville Event Committee for Mayfest, the booth fee may be waived. For more details please contact Sarah Moseley, [smoseley@lovettsvilleva.gov](mailto:smoseley@lovettsvilleva.gov).

**Booth Space**

Only space is provided. Vendors are responsible for their own tents, tables, chairs, and anything else they may need to have a successful show. To ensure public safety and consistent flow of consumer traffic, pop-up tents and structures greater than the designated sizes are not permitted. All tents must be secured with at least 40 pounds of weight to each leg. Specific location requests are not guaranteed. Completed applications - including payment - will receive priority location assignments. *All materials must fit within the allotted* 10’ wide, 10’ deep *space, and all vendors/participants must stay within the confines of their assigned space. Canvassing or soliciting outside of the assigned space is not permitted.*

*\**Pre-Packaged Food Vendor Only: For vendors who wish to sell locally produced spices, pre-packaged goods, sauces, dressings, mixes, etc. This year, Mayfest will not be hosting Food Trucks.

\*\***Young Entrepreneur Vendors Only:** Two young entrepreneur vendors will share a 10’ x 10’ booth space at a rate of $25 per vendor. If a young entrepreneur prefers a dedicated booth, they may reserve the full 10’ x 10’ space for $50. Vendors will be notified the week of April 28th regarding their booth partner, allowing time to coordinate. Please note the Town of Lovettsville will provide tents to the young entrepreneurs, but table arrangements will need to be made. Space is limited, with only 8 spots available, so apply early!

**Adherence to Laws**

All vendors must adhere to all applicable laws and provisions established by the Commonwealth of Virginia, the Loudoun County Fire and Rescue Department, the Office of the Fire Marshall, the Loudoun County Health Department, and the Town of Lovettsville. Vendors must adhere to all federal, state, and local laws, rules, and regulations applicable to their business.

**Vehicles**

All vehicles must be removed from the surrounding streets (Hammond Drive, Spring Farm Drive, and Town Center Drive) 30 minutes prior to the scheduled start time. Respect the surrounding private property. Do not park in driveways or business parking lots. At no point are vehicles permitted on the Town Green.

**Setup**

Event volunteers will be onsite to help direct vendors to their specific locations on the Town Green. All vendor locations are located in grassy areas. The use of dollies, wagons, or carts to transport materials is recommended. **Early setup is NOT permitted and may impact the vendor's ability to participate in future Town events.**

|  |  |  |
| --- | --- | --- |
| **Location** | **Setup May Begin** | **Setup Completed By** |
| Town Green | Sat, May 17: 8:00a | Sat, May 17: 9:45a |

**Breakdown and Removal**

Breakdown includes ending of all sales, packing up items, cleaning equipment, storing supplies, gathering trash, and stacking items for preparation of removal.

Removal includes disassembling tent structures, moving vehicles into place and loading items, physically

removing everything from the vendor space, and safely heading home!

The use of dollies, wagons, or carts to transport materials is recommended. At no point are vehicles permitted on the Town Green.

**Early breakdown and/or removal is NOT permitted and may impact the vendor's ability to participate in future Town events.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Breakdown**  **May Begin** | **Removal May Begin** | **Removal**  **Completed By** |
| Town Green | Sat, May 17: 6p | Sat, May 17: 6p | Sat, May 17: 7:00p |

**Early Closing**

If there is inclement weather and an earlier closing time is needed for safety reasons, an announcement will be made.

**Trash during Cleanup**

Vendors are responsible for removing all debris from their booth spaces during cleanup.

**Electricity, Generators, and WiFi Signal**

Electricity is not provided. All generators must be whisper-type generators that are self-enclosed and do not exceed 70 decibels of sound. WIFI signal strength is not guaranteed. All vendors should be prepared with appropriate technology to conduct their sales.

**Business Consultants and Direct Sales Vendors**

Only one consultant per business group/company name will be accepted. This applies to businesses such as Thirty-One, Pampered Chef, etc. Early registration and having cash-and-carry items in these booths are encouraged.

**Limits**

The Town of Lovettsville reserves the right to limit the number of similar-type vendors based on a first-received, first-approved basis.

**Indemnification, Liability, and Insurance**

As stated under the “Application Process,” all vendors must sign and email Attachment A *“Indemnification, Liability and Insurance Statement”* to [smoseley@lovettsvilleva.gov](mailto:smoseley@lovettsvilleva.gov) in order to complete your application. Spaces will not be assigned until received.

**Pre-Packaged** **Food Vendors**

If applicable, pre-packaged food vendors must complete and receive either their Virginia Department of Agriculture and Consumer Services (VDACS) permit or *Loudoun County Health Department Temporary Food Sale Permit*. A link to this permit application can be found on the Town of Lovettsville website, under the “Mayfest” tab. A copy of this valid permit must be emailed to smoseley@lovettsvilleva.gov in order to complete your application. Spaces will not be assigned until received.

During the event, food vendors must display their appropriate permit and adhere to all regulations set by VDACS and/or the Loudoun County Health Department. Inspectors will be present during the event and will approve the opening of each food vendor tent.

The “*Detailed List of Food Items*,” Attachment B, must be completed and emailed to [smoseley@lovettsvilleva.gov](mailto:smoseley@lovettsvilleva.gov) in order to complete your application. Spaces will not be assigned until received.

For all prepared food and beverages that are ready to eat, they are subject to the Town of Lovettsville Meals Tax (unless otherwise excluded). Food vendors are responsible for collecting and paying the 3.75% meals tax to the Town of Lovettsville. The “*Meals Tax Agreement,”* Attachment C, must be completed and emailed to [smoseley@lovettsvilleva.gov](mailto:smoseley@lovettsvilleva.gov) in order to complete your application.

The “Town of Lovettsville *Meals Tax Return – Temporary Vendor” form,* Attachment D, must be completed and mailed within one week after the event to the address listed. **Failure to submit collected meals tax will impact the vendor’s ability to participate in future Town of Lovettsville events.**

P.O. Box 209

6 East Pennsylvania Ave.

Lovettsville, VA 20180

**Non-Profits**

Non-profit organizations must hold a Valid IRS Designation Letter for all non-profits.

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**Indemnification, Liability and Insurance Statement (Attachment A)**

**Indemnification**

Vendors agree to indemnify, defend and hold harmless, the Town of Lovettsville, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by vendor or exhibitor’s participation in the Lovettsville Mayfest. This indemnity agreement shall impose liability on the vendor or exhibitor to the fullest extent permitted under the laws of Virginia.

**Liability**

Town of Lovettsville Mayfest management will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosure or area in which this festival is to be held, being before or during the festival is destroyed by fire, or other calamity, or by an act of God, public enemy, strikes, statutes, ordinances, or legal authority or any other act beyond the control of the Town of Lovettsville which makes it impossible or impractical to hold the festival. The Town of Lovettsville will not be liable for any damage done by vendors to public/private property during set-up, tear down and regular operation hours. This includes the operation of any equipment (motorized or non-motorized).

**Insurance**

Vendors must have liability insurance for a combined single limit of at least $1,000,000 for each occurrence of bodily injury and property damage. The vendor must email a **copy of the endorsement** to the Town prior to the event at the address listed below. All endorsements must have the date(s) and location of the event and include the Town of Lovettsville as an additional insured party.

Lovettsville Town Green, 11 Spring Farm Drive, Lovettsville, VA 20180

**Acknowledgement**

Before signing this application, please review the terms and conditions. By signing the application, you acknowledge that you understand the terms and conditions of the festival and you agree to adhere to the spirit and intent of the conditions as stated by the Town of Lovettsville. Vendor acknowledges that it is responsible for personal injuries or property damage that may occur during the event for any reason and that the Town will not insure the vendor for any risks associated with the event.

Printed Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email this completed form and a copy of insurance endorsement to

Sarah Moseley, [smoseley@lovettsvilleva.gov](mailto:smoseley@lovettsvilleva.gov) as part of the application process BEFORE the event

**Detailed List of Food Items (Attachment B)**

Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a food truck or 10’ x 10’ tent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We understand that supply availability may impact what is sold and that this list may slightly change prior to the event. Please complete it as accurately as possible at this time, listing items for sale and individual prices or price ranges.

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Email this completed form to Sarah Moseley, [smoseley@lovettsvilleva.gov](mailto:smoseley@lovettsvilleva.gov)

as part of the application process BEFORE the event

**Meals Tax Agreement (Attachment C)**

Business Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Town of Lovettsville collects a 3.75% tax on all sales from food vendors that serve prepared food and beverages that are ready to eat.

Vendors are responsible for collecting this sales tax from their customers and then remitting the tax to the Town of Lovettsville within one week of the event.

A completed “Town of Lovettsville *Meals Tax Return – Temporary Vendor” form,* Attachment D, must accompany the payment within one week after the event **with proof of sales receipts**.

The payment may be made by check payable to Town of Lovettsville, or by credit card in person (6 East Pennsylvania Avenue, Lovettsville) during business hours (Monday – Friday 8:30 a.m. to 4:30 p.m.).

***I understand the above expectations and agree to abide by them.***

Printed Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email this completed form to Sarah Moseley, [smoseley@lovettsvilleva.gov](mailto:smoseley@lovettsvilleva.gov)

as part of the application process BEFORE the event.

**Meals Tax Form (Attachment D)**