



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 2024 will be great this year and should not be missed! May 3<sup>rd</sup> and May 4<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.

Please don't hesitate to call if you have any questions.

We look forward to seeing you at MayFest 2024!

Angela Broyard (Mayfest Coordinator)

Vernon Parish Tourism Commission

Work: 337-238-0783

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

# Getting Started with your application for a booth at our

## Main Street Marketplace

### Information Booth

Thank you for your interest in being a vendor in our Main Street Marketplace at MayFest 2024!

One of the best things about going to a great festival like MayFest 2024 is shopping for all the tshirts, toys, and fun stuff that you can't find anywhere else! This year we have dedicated the entire South end of MayFest 2024 to retail, craft, and Art Vendors. We are calling it the Main Street Marketplace.

#### Information Booth:

We welcome all organizations set up a booth in our Main Street Marketplace to educate the public on the good work you are doing in our community as well as introduce them to services that are offered in our community that they may not be aware of.

As a for-profit or 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.

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 with your records. 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 necessary documents. Your application cannot be reviewed without ALL the following information.

1. Initialed and signed copy of Rules and Regulations
2. Completed Vendor Application form.
3. Check or Money Order (No Cash)

# Main Street Marketplace

## Information Booth

### Rules & Regulations

**Return this initialed and signed copy with your application.**

Thank you for expressing an interest in acquiring a booth space in our Main Street Marketplace for **MayFest 2024** which will be held May 3<sup>rd</sup> & 4<sup>th</sup> in the heart of Historic Downtown Leesville.

Please read these rules & regulations carefully, as some things may have changed from previous years. Please initial next to each check and 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, RECIAL, 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 2024** 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.
  - ✓ ✓ 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.
    - ✓ Booths may be set up on Friday, May 5<sup>th</sup> 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 parameters during festival hours.
    - ✓ Booths must remain open on Friday, May 3<sup>rd</sup> from 4:00 am until 8:00 pm. Saturday May 4<sup>th</sup>, booths must be open from 8:00 am until 8:00 pm.
    - ✓ **Wastewater 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 2024** 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 2024** 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 2024** 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 2024**, 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 2024**. This indemnification is absolute, personal to the vendor and is not limited by the insurance coverage which the vendor may have.

**PLEASE RETURN THIS INITIALED AND SIGNED FORM WITH YOUR  
APPLICATION AND PAYMENT TO**

Vernon Parish Tourism Commission

P.O. Box 349

Leesville, La.

71496

227-238-0783

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

**MAYFEST 2024**

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

**The Vernon Parish Tourism Commission reserves the right to expel any vendor who  
does not follow the rules and regulations established by **MayFest 2024**. 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  
2023.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# MayFest 2024

## Vendor's Copy

### Rules and Regulations

Please keep this for your records

PLEASE READ THESE RULES AND REGULATIONS CAREFULLY, as some things have changed.

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- ✓ Walking around selling wares is prohibited. All sales shall be limited to the confines of your booth.
- ✓ **MayFest 2024** 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: Sandbags, 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.

- ✓ 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.
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**APPLICATION**  
**Main Street Marketplace**  
**Information Booth**

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

Main Street Marketplace

May 3<sup>rd</sup> & 4<sup>th</sup>, 2024

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

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

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

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

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

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

Spaces:                      Non-Profit        \$50.00                      \$ \_\_\_\_\_

Electricity Additional                      \$25.00                      \$ \_\_\_\_\_

Total Due    \$ \_\_\_\_\_



Please describe your organization:

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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).

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Make check or money order payable to:

Vernon Parish Tourism Commission

Mail fee and application to:

**MayFest**

**Vernon Parish Tourism Commission**



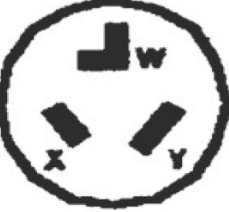

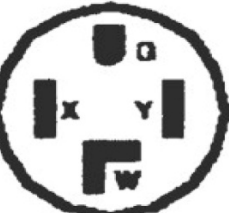

Attn: Angela Broyard

P.O Box 349

Leesville, La. 71496

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

## 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.**