***Town of Lovettsville***

***Oktoberfest 2018***

***25th Anniversary Celebration***

***September 29, 2018***

Greetings!

The Town of Lovettsville is proud to host the 25th annual Oktoberfest celebration. This event is the most popular event in our little German Settlement. The town will come alive with food, beer, dancing, crafts and entertainment to celebrate our German heritage and promote our community. Lovettsville Oktoberfest began as a community celebration, but has grown into a regional event, drawing visitors from well beyond Loudoun County. Your presence at the Lovettsville Oktoberfest will give your business exposure to thousands of fun-loving families that visit from across the DC area and beyond.

Last year we expanded the festival layout and received positive feedback from vendors and patrons alike. Every year we strive to make set up and break down run more smoothly than the year before. Better signage and additional activities will encourage the flow of patrons through the two major tent areas.

Last year we have over 10,000 visitors and expect more as the festival continues to grow. We invite your business to join us in celebrating the 25th year of the most amazing Oktoberfest on the East Coast. Attached you will find everything you need to join us. We look forward to your participation!

Sincerely,

*Marissa E. Gahafer – Vendor Chair*

*Email: vendors@lovettsvilleoktoberfest.com*

*www.lovettsvilleoktoberfest.com*

***Oktoberfest 2018 –Vendor Application***

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| Business Name:  |
| Contact Name(s): |
| Mailing Address: |
| Email: |
| Business or Contact phone:  |
| Preferred method of contact: |
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| **BOOTH TYPE**  | **PRICE** | **YOUR SELECTION** |
| **PREMIER TENT VENDOR – Located inside Main Tent in Town and House Paws Parking lot area** |
| **Premier Full Service Food Vendor** | $400 + 5% of sales | ~~SOLD OUT~~ |
| **Premier Food Vendor** | $350+5% of sales | ~~SOLD OUT~~ |
| **Premier Full Service Food Vendor (Non-Profit)** | $250+ 2% of sales | ~~SOLD OUT~~ |
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| **DELUXE VENDOR –The main avenue leading to Town Green and Pennsylvania Avenue (no food vendors allowed on Penn Ave by order of LCSO and LCFD)** |
| **Deluxe Food Vendor** | $350 |  |
| **Deluxe Food Vendor (Non-Profit)** | $200 |  |
| **Deluxe Non-Food Vendor (Artisan/Crafter)** | $145 |  |
| **Deluxe Non-Food (Non-Profit)** | $100 |  |
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| **STANDARD VENDOR - Around the Town Squirkle – Town Green**  |
| **Standard Food Vendor** | $300 |  |
| **Standard Food Vendor (Non-Profit)** | $150 |  |
| **Standard Non-Food Vendor (Artisan/Crafter)** | $150 |  |
| **Standard Non-Food (Non-Profit)** | $75 |  |
| **FULL PAYMENT IS DUE WITH APPLICATION**  | **TOTAL ENCLOSED AMOUNT** | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

* Enclosed check payable to: ***Lovettsville Oktoberfest*** Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Please email me an invoice to pay electronically

Please tell us a little about your business to help us assign your booth space:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

By signing this 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 Lovettsville Oktoberfest Committee and the Town of Lovettsville.

***Sign and Return by email to: vendors@lovettsvilleoktoberfest.com or mail to***

***Lovettsville Oktoberfest - Vendor Coordinator – PO Box 209 – Lovettsville, VA 20180***

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| **Information & Guidelines:** |
| **Vendor Hours** | Vendors may showcase and sell from 10am to 5pm. |
| **Fees** | Oktoberfest is a rain or shine event. All vendor fees are non-refundable. *Vendors within the town limits of Lovettsville must be in good standing with license fees and taxes paid and up to date.* |
| **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.* All materials must fit within your allotted booth space.Pop-up *tents / structures greater than the above designated sizes are not permitted*. This is to ensure public safety and flow of consumer traffic. No Generators are allowed unless they are quiet and self-enclosed. If you have questions, please contact the vendor coordinator. Vendors are required to adhere to all applicable laws and provisions established by the Commonwealth of Virginia, the Loudoun County Health Department and the Loudoun County Fire and Rescue Department as well as the Office of the Fire Marshall. Vendors shall adhere to all federal, state and local laws, rules and regulations applicable to its business. |
| **Food / Wine Vendors Health Department Info** | All persons who wish to prepare and serve food to the public during this event must have approval by the Health Department. This includes handing out of food samples, packaged chocolates, cookies, etc.Food vendors must provide properly rated fire extinguishers.If you do not already have a permit **allowing you to prepare / sell food at a remote site**, you can apply for one from the Health Department.**Food vendors must display a current Loudoun County Health Department Temporary Food Sale Permit** and adhere to the regulations set by the Health Department. Additional information on Temporary Food Permits can be found here: <https://www.loudoun.gov/DocumentView.aspx?DID=114.> **This Health Department application and a detailed list of what you are going to serve and how, must be provided with your application along with the fee.** The Committee will compile all the applications and forward them on to the Health Department (per Loudoun County Government) as one package. If you have an existing permit, a copy of your permit and proof of payment must be sent to the Lovettsville Oktoberfest Committee to be forwarded to the Health Department as well.   |
| **Wine vendors,** please contact your local ABC representative for an event permit. |

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| **Information & Guidelines:** |
| **Taxes** | Vendors are responsible for collecting and paying their sales tax. **Food Vendors are required to pay the 3% meals tax to the Town of Lovettsville.** This tax will be collected in a separate package the week following the fest. |
| **Artisans** | Displayed work must be original creations and must be for sale. |
| **Business Consultants** | (This applies to Thirty One, Pampered Chef, etc.) Only one consultant per business group/company name will be accepted. We want to ensure you have an opportunity to be successful at the festival. Having cash & carry items in your booth is encouraged. |
| **Notifications** | Once an application is approved and site fee received, your booth space will be assigned. These are processed on a first received / first served basis and booth location is based in part by type of business and fees paid.Notification of your booth location will be sent via email as noted on your application. A booth coordinator will be onsite the day of the festival to help you locate your space on the Town Green. |
| **Festival Setup** | Vendors may begin **set-up at 7:30 a.m**. on the day of Oktoberfest. The booth coordinator or other Oktoberfest volunteers will be on site no earlier than 7:30 a.m. to help direct vendors to their spaces**.**Some vendor locations are located in a grassy area. *We recommend using dollies, wagons, or carts to transport materials to your designated booth.***All vehicles must be removed from the booth location by 9:30am.** Park in designated areas only. Do not park in driveways or business parking lots. We love our neighbors, so please be courteous and do not block driveways, entrances or doors to homes or business establishments. Please also be respectful of private property**we****We**  |
| **Festival Tear Down** | Vendors may begin tearing down their booths at 5:00 p.m. *We recommend using dollies, wagons, or carts to transport materials to your vehicle.***IMPORTANT: The streets surrounding the Festival are closed until 6 pm.**Vendors are responsible for removing all debris from their booth spaces upon tear down. Trash cans are placed conveniently throughout the Festival for the use of our vendors and guests. |
| **Safety and Emergency Information** | **Emergency Medical Service and County Sheriff** protection will be present and will enforce all safety, traffic and law enforcement related issues.All vendors will receive **emergency preparedness** instructions once you are confirmed. |
| **Trash Collection** | Food vendors must provide trash receptacles for customers and use heavy duty plastic bags. Place all sealed trash neatly and tightly at the nearest curb during and after the festival for pickup.  |
| **Early Closing** | If there is inclement weather and an earlier closing time is needed for safety reasons, an announcement will be made. |
| **Festival Marketing** | All Vendors are listed on the Oktoberfest website, so don’t forget to send your URL: http://www.lovettsvillevoktoberfest.com/ |
| Additionally, we give shout outs on our Facebook page Lovettsville Oktoberfest |
| Twitter account. |