

# 2012 MAYFEST ARTS FAIR

## Saturday, May 12 & Sunday, May 13

### Farmers Market Application Information

#### Event Location:

The festival will be held in historic Gratz Park in Downtown Lexington, Kentucky.

#### Event Dates and Hours:

- \* Set-up: Friday, May 11 & Saturday, May 12
- \* Saturday, May 12, 10:00 a.m. - 6:00 p.m.
- \* Sunday, May 13, 11:00 a.m. - 5:00 p.m.

#### Application Schedule:

- \* Application must be postmarked or delivered by February 10, 2012.
- \* Late applications must be postmarked or delivered by February 17, 2012.
- \* Late applications must include a late fee of \$25.

#### Fees:

- \* Upon acceptance, booth fee is \$50 per 12' x 12' space.
- \* Please make all checks payable to: Downtown Lexington Corporation. We also accept Visa, MasterCard, and Discover. Credit card charges will carry a service charge of \$2.50 per use.

#### Booth Information:

- \* The allotted booth size is 12' x 12'.
- \* Each 12' x 12' space requires a booth fee. Multiple spaces may be purchased.
- \* A Vendor may sell multiple product types, however only one Vendor/business is allowed per booth.
- \* The Vendor is responsible for providing all display structures, chairs, tables, tent etc.
- \* There will be no electricity provided by the fair.
- \* Water outlet will be provided for Vendors with plants.
- \* Booths may be sitting on pavement - be prepared to provide weights.
- \* Due to ongoing changes to the festival layout, we cannot take requests for booth locations.
- \* Early set-up can begin on Friday. Your assigned arrival time will be sent with the acceptance packet.
- \* Overnight security will be provided Friday and Saturday nights.
- \* Free exhibitor parking.
- \* On-site concessions and restrooms.

#### Eligibility:

- \* In keeping with the festival's mission to bring quality handcrafted products to Lexington, only products which have been grown from seed will be admitted.
- \* Products that have been created from purchased "starts," seedlings, or pre-made mixes will not be allowed.
- \* Handmade packaged food items may only be sold if they are not immediately consumable, so as not to conflict with food vendor sales.
- \* If a vendor wishes to sell food items consumable on site (such as candy or pastries) other than fruits or vegetables, vendor must apply under a food vendor application.
- \* If a vendor wishes to sell items that have been made from homegrown products, including candles and lotions, vendor must apply under the artist application.

#### Applications Must Include:

- \* A completed and signed application.
- \* Four digital images.

#### Image Submissions:

- \* Applications must be accompanied by a CD with three digital images of product to be sold at Mayfest and one image of your booth set-up.
- \* Submitted images must accurately represent what you intend to sell.
- \* All images must correspond to the written descriptions on your application.
- \* CDs will not be mailed back unless a self-address, stamped envelope is included with the application.

#### Contract Schedule:

- \* Contracts will be mailed upon approval of the completed application.
- \* Signed contract and \$50 booth fee (per space) are due April 6, 2012.
- \* Late contracts will be accepted thru April 13, 2012, and must include a late fee of an additional \$50.

#### Kentucky Sales Tax & Liability:

- \* Each Vendor is responsible for collecting and reporting Kentucky State sales tax (6% of all sales).
- \* To obtain KY sales tax forms, contact Mary Jo Riddel at the KY Dept of Revenue at 502-564-9493.
- \* The Downtown Lexington Corporation, LFUCG Division of Parks & Recreation, and any other sponsors will not be responsible for loss, theft, or damage of property.

#### For More Information:

- \* Information about the Mayfest Arts Fair can be found on our website at [www.downtownlex.com](http://www.downtownlex.com).
- \* More detailed information about the festival layout will be included with the acceptance packet.

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