



Commercial Participant MAYFEST 2019 APPLICATION

Company: _____

Applicant's Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Has your company participated at Mayfest before? Yes No If yes, which year(s)? _____

Please indicate booth space size below:

10' X 10' 10' X 20' 20' X 20' Other _____

Please provide a detailed description of your company's booth activity, including signage, distribution materials, and photographs. Attach a separate sheet if necessary.

Important Information and Dates

**DEADLINE: Commercial Applications are due
February 1, 2019**

**You will be notified by February 15
of your acceptance.**

MAYFEST 2019 DATES AND TIMES:

Thursday, May 2	Friday, May 3	Saturday, May 5	Sunday, May 5
3:30 PM – 9 PM	3:30 PM – 10 PM	10 AM – 10 PM	11 AM – 7 PM

Mail Form To:

Mayfest, Inc.

6115 Camp Bowie, Suite 160
Fort Worth, TX 76116

-or-

Email Form To:

Elizabeth@Mayfest.org

Questions?

817-332-1055

Date Received: _____



Participant Policies Mayfest 2019



BOOTH CHECK IN Strictly By Appointment:

Monday, April 29, 2019 Tuesday, April 30, 2019 Wednesday, May 1, 2019
 9:00 am to 5:00 pm 9:00 am to 5:00 pm 9:00 am to 12:00 pm

If you cannot check in during these times, please notify Mayfest, Inc. before April 22nd at (817) 332-1055 to make arrangements. You **MUST** check in by Wednesday at 12 pm.

TEAR DOWN OF BOOTH

Sunday Monday
 7:30 pm to 10:00 pm 9:00 am to 5:00 pm

Tear down shall not begin until after the festival closes and the security announcement has been made. Vehicles will be allowed onto festival grounds for load-out after all festival patrons have departed. Load-out must be completed by Monday at 5:00 pm.

VEHICLE ACCESS TO PARK GROUNDS

Vehicles will only have access to the park grounds during the following hours:

Thursday, May 2 Friday, May 3 Saturday, May 4 Sunday, May 5
 7:00 am to 2:30 pm 7:00 am - 9:00 am 7:00 am to 9:00 am 7:00 am to 10:00 am
 1:30 pm - 2:30 pm

A PARKING PASS IS REQUIRED FOR ENTRY ONTO FESTIVAL GROUNDS.

CHECK LIST

- Contract must be signed and received by March 15.
- All fees must be paid in full by March 15. Accepted forms of payment: Check, cashiers check, money orders. Credit cards are not permitted.
- Certificate of General Liability, insurance in an amount no less than One Million dollars (\$1,000,000) which includes Mayfest, Inc. listed as additional insured must be received no later than March 15. Mail to:
6115 Camp Bowie Blvd., Suite 160
Fort Worth, TX 76116
- Approval of handouts and booth activation:
 - Any item to be distributed during Mayfest must be approved. Please submit a copy of handout(s) on or before March 15.
 - Any activation/activity of the booth must be approved by March 15.

Participant Booth Policies and Information

<p>Tent, table, 2 chairs and 1 110v outlet, included for each space. If Participant provides own tent, tent stakes must be covered. Any exposed trailer hitch on festival grounds must be covered.</p>	<p>Participant must be set up all four days and sufficiently staff booth space during ALL festival hours. Closing early is not permitted.</p>	<p>Permitted activities include distribution of brochures/giveaways (size and portion to be approved in advance) and may only be distributed within two (2) feet from the assigned booth. All personnel must remain within the assigned space and may not encroach in any way into the public right of way.</p>
<p>Participant personnel must wear uniform family-friendly attire that makes them easily identifiable as an employee of said commercial participant.</p>	<p>Placement is not guaranteed. Please do not make site requests or ask for a site map; they will not be given out at this time.</p>	

Please note Check List above for important Participant Deadlines.

2019 Mayfest Dates & Times

Thursday, May 2 Friday, May 3 Saturday, May 4 Sunday, May 5
 3:30 PM – 9 PM 3:30 PM – 10 PM 10 AM – 10 PM 11 AM – 7 PM



Participant Information Form

MAYFEST 2019

Company Name: _____

Primary Contact (Prior to Festival, including Set-Up)

Name: _____

Email: _____

Cell Phone: _____

Festival On-Site Contact

Name: _____

Email: _____

Cell Phone: _____

(REQUIRED for emergency notification. This is the main number we will use for ALL contact during the festival.)

Check-In Times

You must make a reservation to check in and set up your booth. Below are the times that are available. You **MUST** checked in by noon on Wednesday, May 1st. You must be set-up by Thursday, May 2nd at 2:30 pm.

MONDAY, APRIL 29th

Any time between 10:00 AM and 2:00 PM

TUESDAY, APRIL 30th

9:00 AM 9:30 AM 10:00 AM 10:30 AM 2:30 PM 3:00 PM

WEDNESDAY, MAY 1st

8:00 AM 8:30 AM 9:00 AM 9:30 AM 10:00 AM 10:30 AM 11:00 AM 11:30 AM 12 PM

Preferred Check-In Times

1) _____ 2) _____ 3) _____

Tent Information:

I need Mayfest to provide a tent for me.

10' X 10' 10' X 20'

Tent side(s) at \$20/side Number of sides _____

I will provide my own tent/mobile unit. *Must include picture.*

Dimensions _____ X _____ X _____
Width (of front along road) Depth Height

Office Use Only:

Type: _____

Date Received: _____