



Company Name:

VillageFest Application Process Checklist

- ☐ **Letter of Intent:** Give a brief summary/history of your business. Should include anticipated status (year round or seasonal booth), duration of attendance, frequency of shows. **{Applies to all applicants}**
- ☐ **Marketing for Merchandising Products** (such as brochures, rack cards, business cards, etc). **{Applies to all applicants}**
- ☐ **Photos of Items Being Made** Detailed photos showing the creation process with 1) photos of raw material 2) photos of work in process [at least 5] for each item requesting approval of 3) photos of finished product. You may also provide video or a live demonstration of the creation of your product at the board meeting. **If adequate number of photos is not met, application process will be delayed. {Applies to Arts & Crafts applicants}**
- ☐ **Photo of Booth Layout with Business Name Sign** Please provide a photo containing a mock-up of what your booth will look like. Drawings will not be accepted. **{Applies to all applicants}**
- ☐ **Receipts for Raw Materials** used to make items. **{Applies to Arts & Crafts applicants}**
- ☐ **\$37 Non-Refundable Application Fee**, also include copy of Driver's License or Government Issued Identification. **{Applies to all applicants}**
- ☐ **Completed and Signed Application.** **{Applies to all applicants}**
- ☐ **Please submit a sample of your music, to be played at Board Meeting.** **{Applies to Entertainment applicants}**
- ☐ **Have the Department of Health sign off on 2nd page of application after you are approved thru the VillageFest Board.** **{Applies to Farmers Market and Prepared Food applicants}**