



4th ANNUAL MILNE FALL FESTIVAL

Sunday, October 25, 2020

12 P.M. - 3 P.M.

GIVE 'EM PUMPKIN TO TALK ABOUT

Each year, we celebrate the changing season with an annual fall festival. Come out and join us for an afternoon enjoying many games, hayrides, music, face-painting, costume contest, and trick-or-treating!

Please consider becoming an event sponsor, house sponsor or a vendor in our marketplace. Our residents, families and local community members thank you.

All money raised will help Milne provide the highest quality of care for each of the individuals that live at Milne. Please contact Megan Lamier, Development Director, at MLamier@milneds.org or (985) 327-6550.



ABOUT MILNE

We are committed to providing the highest quality care services and life experiences to our clients, allowing them to attain the optimal level of independence, self-determination, and self-fulfillment. The staff of Milne treats each person with dignity, compassion and respect, allowing each person to participate fully in the development and delivery of these services. We are committed to being good stewards with our resources, ensuring we provide exceptional value to our corporation, donors, and friends.

We are an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) providing 24-hour care. Everyone receives individualized and consistent programming from highly trained staff members. The staff makes it their solitary mission to ensure that each person participates in the planning and implementation of services to enhance specific skills and increase independence.

Activities and therapeutic programming are developed based on each person's interests, existing skill sets, strengths, and intellectual and developmental capabilities, so as to ensure success.

At Milne, our multidisciplinary team is also available to provide the following services for each person, as is determined by their individualized service plan:

- Activities of Daily Living
- Social Skills
- Medical, Health and Wellness
- Recreational Therapy
- Food and Nutrition
- Psychological/Behavioral
- Pre-vocational and Employment Skills

These programs are intended to identify the essential supports for successful community living. By using a person-centered approach involving the individual, family members, employees, and the community, we strive to help each person attain a safe, happy, and healthy lifestyle.

Our scope of services offers a wide range of programs. We promote inclusion through participation in social, spiritual, recreational, and vocational experiences in the St. Tammany Parish community. Additionally, we invite the extended community into our own neighborhood for festivals, dances, and other unique opportunities that build friendships.

SPONSORSHIP LEVELS

\$5,000 Presenting Sponsor - ONLY 1 AVAILABLE

- Name/Logo listed as Presenting Sponsor on all promotional materials including active links on social media and Milne website
- Complimentary 10' x 10' booth space with preferred placement and set-up assistance
- Name/logo prominently featured at two entrances of the festival
- Name/Logo on event shirt and will receive 10 shirts
- Inclusion as presenting sponsor in all press releases mentioning Milne Fall Festival

\$1,500 Great Pumpkin Sponsor

- Name/Logo listed on all promotional materials including active links on social media and Milne website
- Complimentary 10' x 10' booth space with preferred placement and set-up assistance
- Name/Logo on event shirt and will receive 5 shirts
- Inclusion in all press releases mentioning Milne Fall Festival

\$500 Harvest Moon Sponsor

- Name/Logo included on Fall Festival signage and social media promotions
- Name/Logo on event shirt
- Inclusion in press release mentioning Milne Fall Festival

\$250 Scarecrow Sponsor

- Name/Logo included on Fall Festival signage and social media promotions
- Inclusion in press release mentioning Milne Fall Festival

\$100 Candy Corn Sponsor

- Name/Logo included on Fall Festival signage

Visit www.milneds.org or email Megan at MLamier@milneds.org today to register as a sponsor.



Milne Fall Festival
 October 25, 2020
 1065 Milne Circle, Covington, LA 70435



COMMITMENT FORM

Email to MLamier@milneds.org

Sponsorship levels

- | | |
|---|---------|
| <input type="checkbox"/> Presenting Sponsor | \$5,000 |
| <input type="checkbox"/> Great Pumpkin | \$1,500 |
| <input type="checkbox"/> Harvest Moon | \$500 |
| <input type="checkbox"/> Scarecrow | \$250 |
| <input type="checkbox"/> Candy Corn | \$100 |

Name of Company or Organization: _____

Mailing Address: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Name of organization as it is to appear in the event literature and PR Materials: _____

Will your company have a booth at the festival?: _____

To ensure that we are able to provide your company all sponsorship benefits, please submit your logo via email at the time of payment. **If your sponsorship commitment entitles you to a booth, please fill out the vendor form accompanying this document.**

Please make check payable to Alexander Milne Developmental Services

Mail completed form to:
 Milne
 1065 Milne Circle
 Covington, LA 70435



MILNE FALL FESTIVAL

GENERAL VENDOR INFO AND REGISTRATION PACKET

WELCOME!

The Milne Fall Festival, brought to you by Alexander Milne Developmental Services, is a family-oriented celebration of our community and the beginning of a tradition that supports our residents with intellectual and developmental disabilities.

This enclosed information is your festival guide. For questions regarding this packet, please contact Megan Lamier at MLamier@milneds.org.

2020 FESTIVAL DATES AND DEADLINES

April 1, 2020	REGISTRATION OPEN
September 18, 2020	Early Bird Registration Deadline*
October 1, 2020	Regular Application Deadline*
October 25, 2020	FESTIVAL DAY

* An increase in fees apply to all applications received after September 18th.

VENDORS, MERCHANT AND FOOD REGULATIONS

As a vendor selling goods or services, or a retail merchant participating in the festival, you agree to be bound by all of the supplemental rules and the penalties set forth below.

These festival regulations are in addition to any St. Tammany Parish regulations or laws in effect relating to the fire codes, safety, police, and public safety.

Event hours are from 12 p.m. to 3 p.m. Setup begins at 11 a.m.

VENDOR SPACE

Vendor space will be up to a 10' x 10' space for vendors or merchants and up to a 10' x 20' space for food vendors. 12' x 12' tents WILL NOT BE ACCEPTED. Vendors may purchase more than one (1) space based upon availability. Vendors must provide their own supplies, including professional-grade shade covering (tent). It is recommended to weigh down shade coverings (minimum 100 lbs.). Vendors are encouraged to fly festive banners.

Displays must be clean, orderly, and professional. All goods, equipment, and services must remain within designated vendor space. Any back stock, boxes, packing materials, bags, etc. shall be stored behind your display in a tidy, contained, and covered fashion. All merchandise and trash must be removed from premises upon the close of the festival.

Vendor locations will be assigned at the sole discretion of Milne to maximize the effectiveness of vendor participation, pedestrian flow, and layout of the festival. Vendors may not transfer the booth to a vendor who is not listed on the original application. Sharing a booth or moving locations is not permitted without consent of Milne. Participants must sell from their designated space.



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STATE/PARISH TAX LAWS

All vendors are responsible for the collection and payment of all appropriate taxes. All applicable tax laws must be followed.

CANCELLATION POLICY

The Milne Fall Festival will be held rain or shine; however, Milne reserves the right to cancel the festival due to dangerous weather conditions or any unforeseen situations which may make it inadvisable to sponsor a large outdoor public gathering. Cancellation may occur prior to or during the festival in the event of an emergency situation. Every effort will be made to provide as much notice as possible through email, text messages, Facebook, and website. In the event of cancellation, Milne shall not be liable for damages, claims, expenses or losses. No refunds of vendor fees or costs of rental equipment will be made in the event of a cancellation.

LIABILITY

The vendor agrees that Milne, their directors, staff, employees, representatives, agents and volunteers are exempt from all claims and damages that vendors or others may sustain as a result of direct or indirect action of the vendor or any agent of the vendor in connection with the vendor's participation in the festival. The vendor will not hold Milne, or its agents responsible for any claim or loss or injury arising in any fashion from vendor's participation in the festival and will indemnify Milne against any such loss or claim.

DISORDERLY OR OFFENSIVE CONDUCT

1. The Milne Fall Festival is a neighborhood, cultural and family-oriented event. As such, vendor agrees not to incite or provoke violence through behavior, language, or music, agrees not to disrupt a lawful public gathering, and not to do anything likely to annoy or disturb other persons while at the festival or in their residences. The use of profane language is prohibited.

RULES/DISCLAIMER:

1. I understand that Milne cannot be responsible for weather, fire, theft or damage of goods.
2. I understand that I must be fully set up for inspection by 11:00 a.m., and in my space from 12 p.m. until 3 p.m.
3. I understand that I am completely responsible and liable for my display, tent, equipment and merchandise, at all times.
4. I understand that participation in past festivals does not guarantee me the same booth location.
5. I understand that IF ACCEPTED, MY ENTRY FEE IS NONREFUNDABLE.
6. I understand that there will be a \$25 fee on all returned checks.

INDEPENDENT CONSULTANTS:

The Milne Fall Festival does not have restrictions on participation. The festival will accept multiple independent consultants from the same company up to the threshold of 3 consultants per company.

OTHER WAYS TO PARTICIPATE:

1. **SPONSORSHIPS:** Certain sponsorship levels afford vendors increased promotion exposure and preferred booth placement at the festival. To inquire about sponsorship opportunities, email MLamier@milneds.org.
2. **VOLUNTEERS:** Interested in volunteering or accruing service hours? We'd love your support! Contact Megan Lamier at MLamier@milneds.org.



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Vendor Space Application

VENDOR NAME(S) _____

Mailing address _____

City _____ State _____ Zip _____

Telephone (daytime) _____

Telephone (evening) _____

Email address _____

BUSINESS NAME (DBA) _____

Website _____

Brief description of business _____

Desired Space (check one):

Check Here	Space	Tent Size	Early Bird Price*
<input type="checkbox"/>	Food	10' x 10'	\$50
<input type="checkbox"/>	Retail/Services/Craft Vendor	10' x 10'	\$50
<input type="checkbox"/>	Non-Profit	10' x 10'	\$25

*Register by September 4 to receive discounted pricing.

*Any vendor that participated in our 1st annual Milne Fall Festival will remain at the \$25 fee.

**Registration after September 4 will cost \$75 for all vendors.

The undersigned vendor, for themselves, legal representatives and assignees fully and forever releases the Milne, their agents and/or their representatives or any member or employee of the event from claims related to the vendor's participation in the Milne Fall Festival and from any third-party claim arising from said participation.

By signing this document, I affirm that I have read and understand all conditions, RULES/GUIDELINES/DISCLAIMERS and agree to abide by them.

Signature of Applicant/Vendor

Print name _____

Date _____

Please note that submission of this application and payment does not guarantee approval and/or space at this event. We will contact you to confirm your approval and reservation.

If you are NOT approved, your payment will be returned to you in full.



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Merchandise Declaration

Specific merchandise you intend to sell at Milne Fall Festival _____

Do you require power? YES NO

If yes, will you provide your own? YES NO

Milne has limited power available and will provide on a first come, first serve basis.

We would like to include you/your business on our website, so customers may find you. Which category best describes your product(s)?

Check Here	Category
<input type="checkbox"/>	Apparel
<input type="checkbox"/>	Fashion Accessories
<input type="checkbox"/>	Services
<input type="checkbox"/>	Art & Crafts

Check Here	Category
<input type="checkbox"/>	Food
<input type="checkbox"/>	Décor
<input type="checkbox"/>	Pet Supplies

Check Here	Category
<input type="checkbox"/>	Sports
<input type="checkbox"/>	Antique/Heirloom
<input type="checkbox"/>	Non-Profit

Please provide the following information as you would like it to read in any Milne Fall Festival promotional material.

How did you hear about us? (Check one):

- Print Advertisements
- Social Media
- Email
- Poster
- Signage
- Referral
- Other _____

Checks shall be made payable to **Alexander Milne Developmental Services**.

Mail completed forms to Milne, 1065 Milne Circle, Covington, LA 70435