

A festive autumn display featuring a large full moon in the background, two glowing lanterns on either side, and a variety of pumpkins and gourds in the foreground. The text "MILNE FALL FESTIVAL" is prominently displayed in white, bold letters across the center of the image.

# MILNE FALL FESTIVAL

Sunday, October 29, 2023

12 P.M. - 3 P.M.

## GIVE 'EM PUMPKIN TO TALK ABOUT

We are beyond excited to bring back our annual fall festival! Due to COVID we have been unable to have this amazing event for the past three years. Our residents and staff cannot wait to celebrate the season with all our friends, families, and community. 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](mailto: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, 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
- 10 entry tickets to Fall Festival
- Inclusion as presenting sponsor in all press releases mentioning Milne Fall Festival

## \$2,500 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
- 5 entry tickets to Fall Festival
- Inclusion in all press releases mentioning Milne Fall Festival

## \$1,000 Harvest Moon Sponsor

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

## \$500 Candy Apple 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

## House Sponsor

- Sponsor one of our twelve homes by providing Fall/Halloween decorations for outside the home along with candy for trick-or-treaters for the day of the Fall Festival.
- Decorate the outside of the home with decorations.
- Volunteer day of Fall Festival to help handout candy.

Visit [www.milneds.org](http://www.milneds.org) or email Megan at [MLamier@outlook.com](mailto:MLamier@outlook.com) today to register as a sponsor.



Milne Fall Festival  
 October 29, 2023  
 1065 Milne Circle, Covington, LA 70435



## COMMITMENT FORM

Email to [MLamier@outlook.com](mailto:MLamier@outlook.com)

### Sponsorship levels

<input type="checkbox"/>	Presenting Sponsor	\$5,000
<input type="checkbox"/>	Great Pumpkin Sponsor	\$2,500
<input type="checkbox"/>	Harvest Moon Sponsor	\$1,000
<input type="checkbox"/>	Candy Apple	\$500
<input type="checkbox"/>	Scarecrow Sponsor	\$250
<input type="checkbox"/>	Candy Corn Sponsor	\$100
<input type="checkbox"/>	House Sponsor	Varies

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 can 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  
[www.milneds.org](http://www.milneds.org)



# 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@outlook.com](mailto:MLamier@outlook.com).

### 2023 FESTIVAL DATES AND DEADLINES

June 30, 2023	REGISTRATION OPEN
October 16, 2023	Regular Application Deadline*
October 29, 2023	FESTIVAL DAY

### 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 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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[www.milneds.org](http://www.milneds.org)

### 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. 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 because 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@outlook.com](mailto:MLamier@outlook.com).
2. VOLUNTEERS: Interested in volunteering or accruing service hours? We would love your support! Contact Megan Lamier at [MLamier@outlook.com](mailto:MLamier@outlook.com).



**MILNE FALL FESTIVAL**  
 GENERAL VENDOR INFO AND REGISTRATION PACKET  
 www.milneds.org

**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	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

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.***



**MILNE FALL FESTIVAL**  
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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
	Apparel
	Fashion Accessories
	Services
	Art & Crafts

Check Here	Category
	Food
	Décor
	Pet Supplies

Check Here	Category
	Sports
	Antique/Heirloom
	Non-Profit

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

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