



To whom it may concern,

Madison City Schools has two top high schools that offer valuable academic and extracurricular experiences. However, they often operate separately. MadFest is a collaborative community festival organized by high school students from both schools, similar to a traditional county fair. The event will likely feature food trucks, music, inflatables, tethered hot air balloon rides, and a car show, among many others. Our goal is to foster new community connections. This year, the event will be held on May 3 at Madison City Schools Stadium and we would love for you to be a part. All of our information can be found on our website - [www.madfest.info](http://www.madfest.info).

One of the easiest ways to participate in MadFest is to become a vendor and we hope that it will become something that assists with your organization's community engagement and/or sales. MadFest vendors come for a variety of reasons - community involvement, promotions, employment opportunities, to sell products, food, and crafts, and much more. The best thing about becoming a vendor is that it is easy and affordable. Just look over the attached page that details the vendor process. A limited number of spots are available, so sign up soon.

If you have any questions, please contact me through email at [benjamintmitchell@gmail.com](mailto:benjamintmitchell@gmail.com) and I'll direct you to the person who can best answer your request.

Thank you very much,

Ben Mitchell  
Logistics Director | MadFest

*Financial Disclosure: MadFest is an independent organization led by students of Bob Jones and James Clemens High Schools as a subsidiary body of Bob Jones High School PTSA, but is not financially affiliated with Madison City Schools, Bob Jones High School, James Clemens High School, or the City of Madison. Any funds raised for MadFest are raised in the name of Bob Jones High School PTSA and not on behalf of Bob Jones High School, James Clemens High School, Madison City Schools, or the City of Madison.*



**Step 1: Determine Your Vendor Type**

We accept any kind of local vendor in the Tennessee Valley. Whether you are an artist, a large corporation, or anywhere in-between. We also have some vendor spots exclusively set aside for young entrepreneurs and changemakers currently enrolled in grades K-12 at a local school. Please review the below table to determine which type of vendor you wish to be at MadFest!

<input type="checkbox"/> Regular	A business or other organization	\$50	10 ft x 10 ft space
<input type="checkbox"/> Student	A business or other organization owned/operated by a student enrolled in a K-12 School in Alabama.	\$20	6 ft x 6 ft space
<input type="checkbox"/> BJHS/JCHS Clubs and Organizations	A BJHS/JCHS Club or Organization that is setting up an activity table	Free	6 ft x 6 ft space (or larger upon request)
<input type="checkbox"/> Select Sponsor	A top-tier MadFest Sponsor invited to a vendor space	Free	10 ft x 10 ft

**Step 2: Complete Application Form**

Filling out the application is quick and easy. Just use the online form: <https://forms.gle/818CoFyXgXXorFMy7>.

**Step 3: Receive a Decision**

MadFest volunteers will look over vendor applications in rounds, usually several weeks at a time. Anticipated decisions will be made within four weeks to the email address listed on the form. If you haven't heard from us, please contact [benjamintmitchell@gmail.com](mailto:benjamintmitchell@gmail.com).

**Step 4: Confirmation and Payment**

Accepted vendors will be sent a confirmation form and payment information. Payment will be made through an online system. Payment in full and submission of the confirmation form are required within seven days of your decision email. Waitlisted vendors will not be asked to pay unless they are later accepted.

**Step 5: Communication**

MadFest personnel will keep in touch with accepted vendors through email.