

St. Clair (Formerly Main Street) Festival Merchants Committee 7th Annual St. Clair Festival



**Orchard Park - St. Clair, MO
September 19th, 2015
12 p.m. to 11 p.m.**

Name of Organization/Business/Individual: _____
 Contact Person: _____ Phone Number: _____ Cell: _____
 Email Address: _____
 Address: _____ City _____ St _____ Zip _____

All Beverages will be sold by the Merchants Committee Only

Food Booth: It is our goal to assign one main entrée to each food booth; however we do not guarantee that main entrée's will not be duplicated. Please contact Lori Gratzer at (314) 581-0179 or by email at stclairmerchants@gmail.com before submitting your application to verify your main entrée is still available. Entrée items will be assigned on a first come first served basis. You will be allowed to serve sides with your main entrée items; we do not guarantee that side items will not be duplicated. Example of sides would be, but not limited to, nachos and cheese only (loaded nacho's would be considered a main entrée), candy, dessert, popcorn, chips, etc.

Non-Food and Informational Booths: This category is for the sale of non-food products such as, but not limited to, Glow-Necklaces, T-Shirts, Mary-Kay, Avon, Tupperware, and informational booths for companies or organizations. It is our goal to assign one product to each non-food booth; however we do not guarantee that products will not be duplicated.

Mobile Vendors: MUST wear approved ID badge and lanyard as provided by Event Staff. ABSOLUTELY no vehicles, wagons, coolers, or containers EXCEPT those carried BY HAND. Booth vendors may purchase lanyard ID's for an additional charge. NO vendors, with or without a booth, will be permitted to conduct walking sales or marketing on grounds without lanyard ID. Mobile vendors will not be permitted to solicit customers who are already engaged with other vendors.

Non-Food Booth: Product to be sold: _____
 _____ \$50.00 _____ w/Electric \$70.00 _____ Maximum of 2 Mobile Vendors for \$10 more

Food Booth: Main Entrée to be sold: _____
 _____ \$85.00 _____ w/Electric \$105.00 _____ Maximum of 2 Mobile Vendors for \$10 more

By signing this agreement, I/We indicate that I/We are authorized to enter into this contract between the organization/business listed on this contract and the St. Clair Area Chamber of Commerce-Merchants Committee. I/We agree that the organization/business will observe all regulations as stated in the vendor contract regulations and the direction of the SCACOC-MC members and their designated volunteers during the day of the St. Clair Festival. I/We hereby hold harmless the St. Clair Area Chamber of Commerce, the City of St. Clair, all employees, all officials, all members and all volunteers for any actions regarding this event.

Signature _____ Date: _____

Deadline for booth reservation is August 19, 2015
Any vendor contracts received after this date will incur a \$25 fee for late registration
Please make checks payable to the St. Clair Area Chamber of Commerce
 Mail contract and payment Attn: Lori Gratzer
 #9 Paul Parks Drive
 St. Clair, MO 63077

St. Clair Area Chamber of Commerce Merchants Committee Vendor Contract Regulations

- 1. Sale of Food and/or Alcohol** – Any vendor engaging in the sale of any food and/or alcohol must comply with all applicable state and local ordinances, regulations, or laws. For alcohol sales, two separate insurance riders are required naming the St. Clair Area Chamber of Commerce and the City of St. Clair as additionally insured for the day of the event. A copy of this rider is required to be in the hands of the SCACOC-MC no later than one week prior to the event.
- 2. Contract for space** – This application for space is subject to formal notice of acceptance by the St. Clair Festival Vendor Coordinator and when so accepted, upon full payment of rental charges shall constitute a contract for the right to use the space, subject to all the conditions, terms and regulations set forth herein. The Merchants Committee and the Vendor Coordinator reserve the right to reject any applications without assigning any cause therefore.
- 3. Payments for space** – Applications must be accompanied by a check made payable to the St. Clair Area Chamber of Commerce for the full amount as indicated in page 1 of the contract plus any applicable late fees, which will be credited when exhibit space has been assigned.
- 4. Space Cancellations** – If you cancel your space after acceptance by the Merchants Committee and/or the St. Clair Festival Vendor Coordinator, registration fees for rental will not be refunded.
- 5. Installation & Dismantling** – Any space not claimed and occupied by two hours prior to the opening hour of the event may be reassigned without refund. The vendor expressly agrees not to dismantle the exhibit or do any packing before one hour prior to the final closing hour of the event. Children's area vendors and Adult area non-food vendors are permitted to dismantle their booth at 9 p.m. Adult area food vendors are required to maintain their booth until 11 p.m. Goods must be removed from the event premises by the vendor immediately following the close of exhibits. Booths must be set up and vehicles removed by 11:30 pm.
- 6. Liability and Insurance** – The SCACOC-MC, any officer, or staff members will not be responsible for the safety of the property of the vendors from theft, damage, by fire, accident, or other causes. No responsibility is assumed for goods delivered to the exhibit area during the set-up time prior to the event opening.
- 7. Use of Space** – No Vendor is permitted to show goods other than those manufactured or dealt with by the firm in the regular course of business and approved by the Merchants Committee and/or St. Clair Festival Vendor Coordinator which reserves the absolute right to withhold such approval without assigning any cause therefore. All sales activities must be confined to the limits of the booth unless a separate Mobile Vendor lanyard is purchased prior to the festival date. Products may be demonstrated within the confines of the booth. Demonstrations may be scheduled only when a special area is provided for this purpose. No vendor shall assign, sublet, or share the space allotted without the knowledge and consent of the Merchants Committee. Displays shall not be placed in such a manner as to block, shield, or interfere in any way with other vendors.
- 8. Noise-Making exhibits** – Exhibits which include the operation of musical instruments, radio, public addressing systems or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations will not annoy or disturb adjacent vendors and their patrons. Operators of noise-making exhibits must secure approval of operating methods before the exhibit opens. On the day of the event, vendors are to comply with any requests for noise abatement by the SCACOC-MC or their representatives/volunteers.
- 9. Motion Picture Projection** – The showing of motion pictures or slides in the booths must be limited in size so as not to disturb adjacent vendors. Any sound must comply with regulation #7 for noise making exhibits.
- 10. Fire Protection** – Vendors must comply with all city fire regulations. Booth decorations must be flame proofed and all extension cords must be grounded.
- 11. Circularization & Solicitation** – Distribution of circulars, promotional material or product sales may be made only within the booth assigned to the vendor presenting such materials. No business, organization or individual not assigned space in the exhibit area will be permitted to solicit business within the event.
- 12. Character of Exhibits** – The SCACOC-MC reserves the rights to restrict, prohibit, or evict anything without assigning any cause therefore. This reservation covers persons, things, conduct, printed matter, or anything of a character that the SCACOC-MC determines should be restricted, prohibited, or evicted. In the event of such restriction, prohibition or eviction, the SCACOC-MC is not liable for any refunds, rentals or other exhibit expenses.
- 13. Care of Building and Equipment** – Vendors or their agents shall not injure or deface the exhibit area or the equipment of the exhibit area in any way. When such damage appears, the vendor is liable to the owner of the property. Vendors shall be responsible for cleaning their area once they have vacated their booth space including but not limited to any cigarette butts or other miscellaneous trash.
- 14. Listing in Official Program** – If the SCACOC-MC and the St. Clair Festival Committee shall produce an official program for this event, this contract and payment in full must be to Rebecca Blankenship or Lori Gratzner by August 19, 2015. Contracts and payments received after this date will be added based on printing deadlines and available space.