

16th ANNUAL ST. LOUIS PAGAN PICNIC JUNE 07th AND 08th, 2008

REGISTRATION INFORMATION:

Please carefully review the following General Guidelines and complete the attached Registration Form to return with your payment to the address at the bottom of the form. The vendor staff will determine the location of your booth at the event. Should you desire to be setup near another vendor or have any special needs or requirements, please enclose a memo with your registration form outlining those needs. We will use every effort to accommodate your requests. We want to provide the most advantageous set-up and placement for everyone.

You are required to remit a deposit of 50 % of the listed booth cost in order to hold your reservation at that price. Balance of payment **MUST** be received no later than the date of the next price increase. All booth payments **MUST** be received by May 15th or you will be charged the At-The-Gate price. **Under no circumstance will personal checks be accepted at the gate. (Cash or Money Order Only)**

SET-UP INFORMATION

Merchants may begin unloading and setting up on Saturday, at 7 a.m. Upon arrival, you will receive a Vendor Number Tag and information packet. A member of our staff will assist you in locating your booth space. The gates and the street will be closed to vehicular traffic at 10 a.m. If you arrive after 10 a.m., please ask a member of our Staff to assist you.

Again this year, Tower Grove Park Directors have agreed to allow a portion of the booths to be set up on the grass. **However, only 4 feet of all booth displays, tents and canopies can set upon the grass and a board needs to be under the feet to avoid damage to the grounds.** The balance of the booth **MUST** be located on the Pavement. Please make provisions to insure the front of your display is suitable for pavement set-up. There are no electrical or water hookups in this area of the Park. However, water will be made available near the main gate at our site.

Vehicles must leave the vending area immediately after unloading and prior to set up, in order to make way for other vendors. Parking will NOT be allowed in the Merchant's Row during the event. You will be directed to the parking areas when you arrive.

Please be advised that the park does not allow **ANY** vehicle traffic on the grass.

FRIDAY SET-UP INFORMATION

Once again, early set up will be made available to all vendors by **appointment only**. Appointments will be scheduled beginning at 1 p.m. and continue through 6 p.m. Friday evening. Licensed security guards will be on site beginning Friday to provide overnight patrol of the set up area. To arrange an appointment, contact the Vendor Coordinator, Cheryl Brown via e-mail at brownsaintlouis@aol.com.

BREAKDOWN INFORMATION

Although Merchants may begin breaking down their booth at any time, vehicles will not be allowed in the Merchant's Row area until 5 p.m. on Sunday. Contact the Vendor Coordinator or a Staff member if you have any special needs.

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SECURITY:

Neither the Picnic, nor the Picnic staff members take any responsibility for the security of merchandise or cash. Licensed security guards have been hired to patrol the Picnic area overnight on both Friday and Saturday. During the day, a member of the Vending Staff will be available at all times and security will be patrolling the grounds.

HOURS OF OPERATION:

FRIDAY	▪	SET-UP	1 p.m.	▪	6 p.m.
(By Appointment ONLY)					
SATURDAY	▪	SET-UP	7 a.m.	▪	10 a.m.
		PICNIC	10 a.m.	▪	7 p.m.
SUNDAY	▪	PICNIC	10 a.m.	▪	5 p.m.

AT THE GATE REGISTRATIONS:

Vendor registrations will be accepted at the gate on Saturday, based on space availability. Booth payment is required upon arrival and prior to any booth set up. **Payments made at the gate must be in the form of cash or money order.** No checks will be accepted after May 15.

TAXES - LOCAL and STATE FEES:

Merchants are responsible for the collection of all fees for goods or services and applicable sales tax. The Picnic bears no responsibility for collection or accounting.

FOR-PROFIT VENDING:

It is the policy of both Yarrow Coven and Tower Grove Park to prohibit the selling of any illegal goods or services or any items, which promote the harming of persons or animals. City ordinances may apply to some goods or activities, such as tarot reading, adult only materials and the display or sale of weapons and blades. **All sold weapons and blades must be Peace Bonded.**

FOOD VENDORS:

YOU MUST BE A PRE-REGISTERED FOOD VENDOR TO SELL ANY FOOD OR DRINK ITEM FROM YOUR BOOTH. Park Policy requires a listing, two weeks in advance, of all Vendors who are selling any type of food or drink items at our Event.

The selling of any non-prepackaged food items will require a permit from the St. Louis Health Department. The cost of this permit is \$25. In order for us to assist you in obtaining park and

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city permits you are required to submit your registration **four weeks** prior to the event. This allows us time to place your name on the list to be submitted to the City of St. Louis. This list will be forwarded to the Health Department disclosing your health permit availability. We will mail you a confirmation letter, which will advise you that you may pick up your permit from the Health Department. **PLEASE BE ADVISED**, this permit can not be picked up earlier than **21 days** prior to the event and no later than **7 days** before the event. Please contact the St. Louis Health Department for further permit information. You **MUST** have your copy of this permit **ON SITE** at the event. We have been advised that any and all Food Vendors who fail to have this permit will be shut down and asked to leave the Event by the City or Park. **The St. Louis Parks Department prohibits the sale of any glass beverage containers.**

PROGRAM BOOK LISTING AND ADS:

As in past years, Vendors will receive a listing in the Picnic Program Book. **Again this year, we are inviting Vendors to write their own listing information.** The listing will include your company name followed by your information. Space is provided on the enclosed Registration Form for your submission. You are limited to 25 words or less. This is your opportunity to highlight the type of service or merchandise you will be selling. **PLEASE PRINT LEDGIBLY.**

Due to printing requirements, Vendor Registrations received after May 15 may not be listed in the Program Book. Information regarding running a quarter page, half page or a full-page ad in this year's Program Book is enclosed.

PICNIC RAFFLE:

Again this year, we will be holding a Raffle to raise money for Charity. We encourage all Vendors to donate an item to the Raffle. Information regarding this year's Charity will be available on our Web Site.

VENDOR'S TAKE NOTE:

THIS YEAR VENDOR'S WILL NOT BE ALLOWED TO RUN OR OFFER ANY RAFFLE, AUCTION OR GIVE-A-WAY WITHOUT PRE- APPROVAL OF THE VENDOR COORDINATOR. PLEASE CONTACT CHERYL BROWN OR JENNIFER WHEELER FOR APPROVALS. (Contact information enclosed)

Cheryl Brown - brownsaintlouis@aol.com

Jennifer Wheeler - jweinman13@hotmail.com