

AUTUMN IN THE PARK



FALL FESTIVAL Booth Rental Rules



Saturday, September 23, 2017

Plans are being made for our annual "**Autumn in the Park Fall Festival**". This is a one day event on Saturday, **September 23, 2017** at Norman Myers Park, 8700 Midland Boulevard. The venue booth hours for non-food vendors will be from 8am until 5pm and food vendors from 8am until 9pm.

Attached is an application that must be filled out and returned to Annette Biesemeyer or Beth Ruckman at Carol's Corner Florist, 9456 Midland Boulevard, Overland, MO 63114. Payments are to be made payable to the "Overland Business Association". The cost is \$25 per space for non-food vendors and \$50 per space for food vendors.

Booth spaces are 11'x11' on the grass and are numbered for location. Vendors must provide their own tent, tables, chairs, etc. Vendors are allowed to setup on Friday, September 23 from 2pm until 7pm or Saturday 6am until 8am. Vendors need to be set up and running by 8am on Saturday. Any construction to your area must be contained to the 11'x11' area and done in good taste so that it does not infringe on your neighbors' space or the walk areas. It also must be sturdy and withstand the crowds, the weather conditions and completely removed at the end of the event. Vendors are allowed to carefully drive onto the grass in order to unload prior to the event (before 8am Saturday) and to re-load between 5 and 7pm. During the operating hours of 8am until 5pm, all vehicles need to be parked in a legal space, preferably off site, so that visitors can use the park's designated parking area.

Participants sell directly to the public. Each booth is responsible for collecting and reporting Missouri Sales tax as applicable. No commission to the City of Overland/OBA will be charged on sales. **Vendors agree to NOT SOLICIT BEYOND THEIR BOOTH SPACE.**

There is no rain date. **No refunds** due to non-participation, inclement weather, civil unrest or acts of God.

NOTE - Food Vendors: All food applications must have a menu approved by the booth coordinator prior to the event. The OBA will be selling water, soda and beer - NO OTHER VENDOR MAY SELL THESE ITEMS. Any unapproved items presented at the event are subject to immediate removal at the vendor's expense. This is a serious concern because we do not want duplication of sales. Once we have received your application and approved your list of food items, you will need to complete a temporary food establishment permit application and take it to St. Louis County Health Department. Their office addresses are listed on the application. This must be completed at least 10 days prior to the event. The application and guidelines can be obtained from St Louis County Health Department (314-615-8900 or from their website at www.stlouisco.com/HealthandWellness/Health/TempFoodEstablishment).

For further information or questions, please contact:

Annette Biesemeyer at Cell Phone: 314-258-2441

Beth Ruckman at Carol's Corner Florist: 314-427-1221 or Cell Phone: 314-913-0841

AUTUMN IN THE PARK FALL FESTIVAL



September 23, 2017
VENDOR APPLICATION



Company/Organization: _____

Contact Person: _____

Phone #: _____ Alternative #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email address: _____

Full Description of Booth Sales: _____

Non-Refundable Fee per 11'x11' Space: Food Vendor \$50.00 Non-Food Vendor \$25.00

Agreement

I hereby acknowledge that I have received a copy of the Booth Rental Rules and agree to abide by them. I hereby also understand that I will provide my own equipment to setup my booth including but not limited to a tent, table and chairs. Furthermore, in consideration of being allowed to participate, I and any and all agents and associates of this vendor agree to indemnify from any and all loss, damage, cost, charges or expense whether to persons or property to which the City of Overland (city) and Overland Business Association (OBA), their members or agents and employees may be put, by reason of any act, action, neglect, omission or default and to hold harmless the city and the OBA from any liability including but not limited to theft, acts of God, damage or loss of work, personal injury, or responsibility of sales. In the event any suit shall be brought against the city or OBA on account of any act, I will assume the defense thereof, and agree to pay any and all cost, charges, attorney's fees and other expenses and any and all judgments that may be incurred by or obtained against the city or the OBA. Furthermore, I understand that it is my responsibility to make sure that all personnel attending on my behalf have read and agree to this contract.

Signed: _____ Date _____

Contact person listed above

Date Received: _____

OFM Member: _____

Cash: _____

Check#: _____

Amount paid: \$ _____

Received By: _____