

12th Annual Grove Fest

Outside RESTAURANT & BAR REGISTRATION FORM

Saturday, October 7, 2017 2pm-11pm

DEADLINE: **September 8, 2017 5:00pm**



For food and drink establishments located outside of the Grove CID, registration to vend food and drink at Grovefest is considered only if/when the festival fails to attract enough food/beverage vendors from with restaurants or bars within the Grove CID, or when the item offered is a **novelty** or **traditional festival food**.

*****The submission of this form does not guarantee your acceptance.***
Vetoed applicants will be informed and fees will be returned no later than 9/15/17**

Business _____ Contact _____

Address _____

Phone _____ E-mail _____

Website _____

Please fill out and return this form no later than **Friday, September 8, 2017, 5:00pm.**

Merchant Fees:

Food only - \$250 (10x10 space) – space(s) requested _____

*If you would like more than one 10x10 space, you must register for, and pay for additional space.

Tent & table NOT included.

Grove Fest cannot provide tables, chairs or tents.

All vendors are required to have a 10x10 tent for each 10X10 booth space used.

PAYMENT METHOD

Check or Money Order (NO CASH):

Make check payable to:

Park Central Development

4512 Manchester Ave., Suite 100

St. Louis, MO 63110

Please deliver form with payment

Total Amount Enclosed: _____ Check# _____

MANDATORY Vendor meeting will take place **Monday, September 25, 2017** at 6 p.m., at **Park Central Development, 4512 Manchester Ave., St. Louis, MO 63110**

PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS. **GROVE FEST IS A RAIN OR SHINE EVENT.**

Questions? Call Gelinda Connell at 314-262-4082 or email at gelinda@pcd-stl.org

Load in

Set up begins 8 AM on Saturday.

All vendor vehicles MUST be off Manchester no later than Noon, 12:00 PM.

Load out

No food or beverage vendor may break down until event ends at 11 PM.

Costs

Food- \$250

Parking

There is no specific vendor parking, but there will be a few off-street parking lots, street parking, and angled parking between Tower Grove and the entry to the festival on Manchester. Vendors should have access to closer parking due to the early time arrival.

Electricity

Bring extension cords, surge protector. Electricity is provided. A professional electrician will be on site. Grove Fest **WILL NOT PROVIDE** extension cords or surge protectors. Do not use power strips to add to your outlets. Doing so may knock out all power on your circuit, inconveniencing other vendors.

Lighting

Bring your own, lamps, string lights, spotlights, etc. Grove Fest **WILL NOT PROVIDE** lighting.

Tents

You must provide your own 10x10 tent. Grove Fest will not provide tents, tables or chairs. All spaces are required to have a tent to vend. (with the exception of food trucks)

Waste

Each booth is responsible for providing its own trashcan. Large receptacles are provided on the street, please empty your booth trash in these containers. Remove all trash from your booth when you leave. Failure to dispose of your trash will result in disqualification for vending at Grove Fest for one year.

Food and beverage vendors

Solo cups, Styrofoam and any #6 plastics are not allowed, as these cannot be recycled. Grove Fest will provide recycling and trash services. Cans and water bottles are OK. If you have questions about purchasing recyclable goods, please contact Gelinda.

Permits

Health permit is required.

Those cooking with propane must obtain a permit from the Fire Department. A list of vendors will be submitted to the City for approval. Upon approval, you may apply for your permit.

Each booth is responsible for its own permits to operate.

For information, call the Health Dept. at 314-612-5200.

Tent Rules

All booth signage must be professionally produced.

No handwritten signs.

When decorating your booth, keep in mind that we are looking for a clean and professional look.

Do not affix signs or other materials to existing light poles, signposts, telephone posts or other areas outside your booth.

You must provide your own table, chairs, table skirt or covering, as well as any additional items needed to vend your goods.

Do not hang sponsor banners or signage not pertaining to your business name and menu items and their prices.

Individual vendor music is not allowed as it interferes with Grove Fest activities.

Event Layout

All approved vendors will receive an event map.

- Note your number on the map – your number will be marked at your tent location prior to the event and will help you find your spot. Be willing to be flexible. There is always the chance that modifications will be necessary to maximize vendor potential.
- We have given each tent a 10x10 space unless otherwise specified. We will be providing some additional space between tents for “breathing” room.

Event starts at 2 p.m. and ends at 11 p.m.

No motorized vehicles on the footprint past Noon.

Grove Fest is a rain or shine event.

VENDOR FEES ARE NON-REFUNDABLE

Booth fee payment is due at time of application. If we do not receive your payment by the deadline, you are not registered to participate in Grove Fest.

Vendors in need of multiple booths must register and pay for each additional 10x10 space.

Please indicate on the registration form the number of spaces needed.

Applications & booth fees must be submitted no later than Friday, 8/7/17 5pm