

# 12<sup>th</sup> Annual Grove Fest

## SERVICE PROVIDERS

VENDOR REGISTRATION FORM

Saturday, October 7, 2017 2pm-11pm

Final deadline **9/8/17**

Service providers are organizations which provide services like **insurance, home repairs, time shares, marketing**, etc., and **do not sell a physical product.**



Business \_\_\_\_\_ Contact \_\_\_\_\_

Website \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_ E-mail \_\_\_\_\_

Vendor Fees:                    **\$750.00** per 10x10 space    Space(s) requested \_\_\_\_\_

Included in the service providers fee is: logo recognition on all posters, banners & festival website  
**Please provide a high-resolution logo file for use on printed materials (format .eps, .pdf or .ai)**

We need \_\_\_\_\_ spaces

\*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:

**Forest Park Southeast Development Corp**

4512 Manchester Ave., Suite 100

St. Louis, MO 63110

***Please deliver form with payment***

Total Amount Enclosed: \_\_\_\_\_ Check# \_\_\_\_\_

Booths may choose to close at 8pm. **Please follow instructions given by staff to safely exit the footprint. No motor vehicles allowed on the footprint until after 11:00pm.** Hand trucks or dollies may be used to transport belongings. Guest safety is our main priority.

**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](mailto:gelinda@pcd-stl.org)

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## Service Providers VENDOR Info Sheet

### Saturday, October 7, 2017

#### 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

Retail vendors may choose to break down at 8pm. Please follow instructions given regarding exiting the foot print. No motor vehicles are allowed until 11pm. Handtrucks and dollies may be used for breakdown.

#### Costs

\$750 per 10x10 space

#### 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.

#### 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.

#### 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.

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Final deadline **9/8/17**



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**