



Non food / Non alcohol
RETAIL VENDOR REGISTRATION FORM
13th Annual Grove Fest
Saturday, October 6, 2018 2pm-11pm

Retail vendors are vendors with a **physical** product to sell. (non-food items)

This application is not for use by service providers, such as insurance agencies, home improvement companies or companies giving away products for marketing. Please see our service providers application for these types of vending.

Business _____

Contact Name: _____

Website: _____

Address: _____

Mobile: _____ E-mail: _____

*****The submission of this form does not guarantee its acceptance*****

Vetoed applicants will be informed no later than 9/9/16 and fees will be returned.

Vendor Fees:

- Early bird – through July 31, 2018 - **\$150.00**
- General vendor rate – through September 7, 2018 - **\$200.00**
- Late entry – through September 30, 2018 - **\$300.00**

We need _____ spaces.

Total Fee: \$_____.

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

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

Be sure to bring weights for each tent leg to secure the structure in the case of wind.

Tent & table NOT included. Grove Fest cannot provide tables, chairs, weights or tents.

Payment information on next page

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PAYMENT METHODS

****NEW** Credit Card, Check or Money Order (NO CASH):**

To pay your fee by credit card, follow this link: <http://bit.ly/gfestvendor18>
use the code: **gfest18vendor** to access the payment platform

Make check or money order payable to:

Park Central Development Corporation (Grove Fest)

4512 Manchester Ave., Suite 100

St. Louis, MO 63110

Please deliver form with payment

Total Amount Enclosed: _____

Check#: _____

Your registration is not considered complete until all forms and payment are received.

Retail vending 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 24, 2018** at 6 p.m., at **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

**Festival fundamentals and guidelines on next page.
Save these for your records.**

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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. Hand trucks and dollies may be used for breakdown.

Parking

There is no specific vendor parking, but there will be a few off-street, paid parking lots and street parking. 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 vendors are required to have a tent to participate.

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.

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 signage not pertaining to your business.

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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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