



**NON PROFIT APPLICATION**

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# 2019 The St. Louis World's Fare Heritage Festival

## Non-profit Application, Rules and Regulations

**August 16-18, 2019**  
**World's Fair Pavilion-Forest Park**

Event hours  
Friday 16<sup>th</sup> 5pm-10pm  
Saturday 17<sup>th</sup> 11am-9pm  
Sunday 18<sup>th</sup> 11am-9pm

The mission of **The St. Louis World's Fare Heritage Festival** is to be a FREE annual festival that will bring together peoples of the region, showcasing the finest elements of dance, art, music, and food found in the St. Louis area while supporting local charitable organizations. This special event is also designed to help bridge St. Louis County with St. Louis City, uniting the region into one community. Forest Park will be the centerpiece of a three-day celebration featuring events and competitions that embrace the heritage of the 1904 St. Louis World's Fair while highlighting the culture of St. Louis today.

The **World Business Expo** will feature businesses based in the St. Louis metropolitan area that have innovative products and services to share with a broad demographic of Fare attendees. Businesses should be looking to encourage the essence of technological advancement in the area your business specializes in just as the 1904 St. Louis World's Fair explored over 110 years ago.

- Festival is held **rain or shine**. Booth/Fees are NON-REFUNDABLE.
- Those vendors/exhibitors who do not comply with Rules & Regulations or who are deemed inappropriate for the Festival may be asked to leave and denied participation in future years.
- St. Louis Worlds Fare reserves the right to determine whether any company, organization, or product is eligible for inclusion in the Festival. This determination may be made at any time before or after the booth registration.
- Vendors are expected to conduct themselves in a professional manner.
- All vendor activities must be confined to allotted booth space area (including giveaways, petitions, surveys, music, etc.) More booth space is available for an additional fee.
- The standard vendor booth consists of a 10'x10' space and you provide your own tent. One 6-foot table and one chair are provided in registration fee. All vendors are responsible for securing their tent overnight with walls.
- All tents must be secured with weights. **No staking is allowed** anywhere on the Festival footprint. Acceptable options are sandbags, cinder blocks, or water ballast; all attached to tent the structure. Violators will be cited. If sprinkler system is damaged, a repair fee will be accessed by the City of St. Louis. Vendors with improper tent security will be held liable in the event of an accident.

- No tents may be set up that are branded in conflict with an event sponsor.
- Each vendor is responsible for his/her booth and all items in it.
- Roaming solicitations and/or petitions are not allowed (Festival grounds are rented, thus becoming a private space).
- All vendors are expected to pick up all trash and debris in their booth area. Keep it clean please.
- Food items/beverages CANNOT be sold or given away for onsite consumption unless granted permission by the St. Louis Worlds Fare organization AND a permit is obtained from the City of St. Louis Health Department (see specific Food Vendor regulations below). All samples must comply with Food Vendor rules, listed in the Food Vendor section below.
- PLEASE **NO PLASTIC BAGS** given out with purchases.
- Vendors are expected to support recycling their waste, especially breaking down and stacking cardboard boxes. Recycling services are available on-site to haul materials.
- Comply with rules & regulations of Forest Park and the City of St. Louis – including parking.
- Vendors/exhibitors with liability insurance must present a certificate of insurance naming St. Louis Worlds Fare.
- Sales tax for items sold must be paid by vendors in compliance with local and state tax law.
- Booths must be ready to open by 5 PM on Friday 8/16 and by 11 AM Saturday 8/17 and Sunday 8/18. We strongly encourage all exhibitors and vendors to stay through the duration of the event.
- **Vendor setup is Friday, 8/16 – 12:00-4:00 PM (preferable) or Saturday morning from 8:00-9:30 AM only. Roads will close promptly at 10:00 AM on both event days.**
- Parking within the event grounds during the Festival is prohibited. Vendors may park vehicles in public parking spaces throughout Forest Park.
- Send your logo (hyperlinked) with payment to be listed on STLWF website. Logo must be provided in vector format (either .ai or .eps) or high resolution 300dpi pdf.

**BOOTH AND SPONSORSHIP OPPORTUNITIES**

**NON-Profits \*Special Pricing (must meet certain requirements)**

\_\_\_\_\_ \$100 10' x 10' space w/ electric access - You provide your own tent, tables, chairs

\_\_\_\_\_ \$150 10' x 20' space w/ electric access - You provide your own tent, tables, chairs

**Extras/ Other sponsorship opportunities**

\_\_\_\_\_ \$100 Business listed on Event Volunteer T-shirt

\_\_\_\_\_ \$200 Event program ½ page ad

\_\_\_\_\_ \$300 Event program full page ad

\_\_\_\_\_ **\$ Grand total**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone (Day): \_\_\_\_\_

Business Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Booth Description:** Briefly describe the services and/or products you'll present at your booth. (Ex: I sell retail bedding products; I have a drawing for \$250 gift certificate off your next purchase, etc.)

Vendor: \_\_\_\_\_

Date: \_\_\_\_\_

### **Cancellation and Refund Policy**

Notification in writing of vendor's decision to cancel must be received by Friday, July 12, 2019 in order to receive a 50% refund. No Refunds will be granted after Monday, July 15, 2019. I understand that I'm submitting an application for participation at the St. Louis World's Fare Heritage Festival and are subject to acceptance. By signing below, I agree to this document and have read and understand the **Cancellation and Refund Policy**, shall adhere to the vendor provided stipulations, and will be financially responsible for my sponsorship commitments. I can expect to be notified of my acceptance within 20 business days. If my booth is not accepted, St. Louis World's Fare will return my payment to me within 15 business days of being notified.

X \_\_\_\_\_

Payments can be made by check, credit card or paypal.

Checks can be sent to:

Davide Weaver  
St. Louis World's Fare  
5366 Magnolia Ave  
St. Louis, MO 63139

Questions? Please contact [jaclynnrowell@gmail.com](mailto:jaclynnrowell@gmail.com) or [skeil314@gmail.com](mailto:skeil314@gmail.com)