



SAINT CHARLES RIVERFEST

July 2, 3, & 4, 2021

produced by the Greater Saint Charles Convention & Visitors Bureau

636.255.6110 | www.discoverstcharles.com

VENDOR APPLICATION

Section 1: Contact Information	
Business Name:	
First Name:	Home Phone:
Last Name:	Business Phone:
Street:	Cell Phone:
City:	Web Site:
State:	Email Address:
Zip Code:	
Federal Tax ID Number:	
Social Security Number (if no Federal Tax ID):	
All vendors must provide their Federal Tax ID or Social Security Number. Failure to submit will disqualify you from being a Riverfest vendor. All vendors are responsible for submitting their taxes for Federal and State and City of St. Charles Taxes.	

Section 2: Booth Fee & Size			
Food, Craft, or Merchandise Booth			
Single Space:	<input type="checkbox"/> \$350 - 10' wide x 10' deep \$200 Clean Up Deposit Required	Double Space:	<input type="checkbox"/> \$650 - 20' wide x 10' deep \$400 Clean Up Deposit Required
Not-For-Profit Food, Craft or Merchandise Booth			
Single Space:	<input type="checkbox"/> \$200 - 10' wide x 10' deep \$100 Clean Up Deposit Required	Double Space:	<input type="checkbox"/> \$300 - 20' wide x 10' deep \$200 Clean Up Deposit Required

Section 3: Vendor Category	
<input type="checkbox"/> Food <input type="checkbox"/> Craft <input type="checkbox"/> Merchandise	
Will your booth require the use of a grease barrel to discard used grease or oil?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your booth require the use of a burn barrel to discard used coals/embers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your booth a trailer? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Size	
Briefly describe your product offering:	
<p><i>**Please refer to the Riverfest rules and regulations which describe acceptable product and vendor profiles**</i></p>	

Section 4: Vehicle Information

If you have a motorized vehicle needing to remain nearby, please complete below:

License Plate Number:

State:

Color of Vehicle:

Make of Vehicle:

Refer to the Riverfest vendor rules and regulations pertaining to vehicles used in vendor area

Section 5: Waiver of Liability and Insurance Requirement

Vendors shall release, indemnify, defend and hold harmless City of Saint Charles, its elected and appointed officials, successors, assigns, legal representatives, officers, employees and agents (collectively, "indemnities") for, from and against any and all claims liabilities, cost damages, losses, causes of action, suits, demands, judgments and expenses (including, without limitation, court costs, attorneys' fees and costs of investigation or otherwise (collectively "liabilities") of any nature, kind or description of any person or entity directly or indirectly arising out of, resulting from or related to (in whole or in part) merchandise loss or property damage of any kind whatsoever resulting from or connected to the operation of Vendor's Riverfest booth.

As a condition precedent to participating as a vendor in Riverfest, a vendor shall secure insurance coverage in in one of the following categories:

HIGH RISK CATEGORIES:

\$3,000,000 per occurrence with a general aggregate of \$3,000,000.00 for amusement rides, alcoholic beverage dispensing, parades, food vendors cooking with hot oil or open flame, rock climbing walls, or inflatables.

MEDIUM RISK CATEGORIES:

\$2,000,000 per occurrence with a general aggregate of \$3,000,000 caterers or low risk food service.

LOW RISK CATEGORIES:

\$1,000,000 per occurrence with a general aggregate of \$1,000,000 vendor selling goods (nontoxic, not explosive or flammable).

The City of St. Charles, Missouri must be named as an "Additional primary Insured" and shall further require its insurer to acknowledge that "this insurance is primary to the insurance coverage held by the City of St. Charles, Missouri which shall be non-contributory" on both the Certificate of Coverage and on a separate Additional Insured Endorsement.

*Vendors shall demonstrate compliance with the coverage and additional insured requirements by submitting **a copy of a Certificate of Coverage and the separate Additional Insured Endorsement to the City of St. Charles on or before May 18, 2021***

Section 6: Vendor Agreement

- City of Saint Charles reserves the right to accept or deny any application. If I have participated as a Riverfest vendor in the past, I understand that I am not guaranteed the same space occupied previously.
- I have read and understand the conditions as set forth in the Riverfest Rules and Regulations, further, my signature below acknowledges my agreement to abide by those rules as described in the Riverfest Vendors Rules and Regulations.
- This agreement becomes binding only upon formal acceptance by the City of Saint Charles.
- It is the responsibility of the Food Vendor to submit a temporary food permit to the County Health Department, and to be approved by the same prior to submitting your vendor application to Saint Charles Riverfest.
- Please Note: No vendor application refunds will be made.

Date:

Signature:

Printed Name:

Section 7: Application Process

Please comply with the following directions:

- 1) Read all of the Riverfest Rules and Regulations. These will address most of your questions and concerns.
- 2) Complete the Riverfest Vendor Application and determine the appropriate booth fee and clean-up deposit amount. All money orders or cashier's checks should be made payable to: *The City of Saint Charles prior to acceptance*.
 - Only money orders, cashier's checks, or credit card payments will be accepted for booth fees.
 - You can write a personal or business check for the clean-up deposit only. Be sure to submit two separate payments – one for the refundable clean-up deposit, and one for the non-refundable booth fee.
 - All vendors are responsible for Health Department Compliance prior to submitting your application to be a vendor.
- 3) Mail your completed application with payment for booth fee and clean-up deposit, two business cards (if available) and a self-addressed stamped envelope. Only completed packets will be considered for inclusion as a vendor.
- 4) The postmark will be used to determine the order of applications received. **Deadline for applications is April 26, 2021**
 - **If Accepted:** You will be mailed an acceptance letter. The letter will include a booth number, booth location, and details. Your personal checks or money orders will be deposited.
 - **If Denied:** You will be mailed a notice letter along with a return of your money order and check.
- 5) Any returned checks due to insufficient funds will jeopardize a vendor's acceptance.
- 6) At the conclusion of Riverfest, your booth space area will be inspected for cleanliness. If your space has been cleaned to its original appearance, the clean-up deposit will be returned to you by mail. If your space requires cleaning, your clean-up deposit will not be returned and the vendor may be prohibited from participating as a vendor in future events.
- 7) If, after reviewing all of the information provided, you still have questions, please submit those via e-mail to ephelps@discoverstcharles.com or call 636-255-6110

- Completed Application
- Business Card
- Self-Addressed Stamped Envelope
- Money Order/Cashier's Check for Booth Fee
- Check for Refundable Cleanup Deposit

Make Checks/Cashier's Checks/Money Orders payable to: City of Saint Charles

Mail To: Greater Saint Charles Convention & Visitors Bureau
c/o Riverfest 2021
230 S. Main Street
Saint Charles, MO 63301

Credit Card: Call 636-255-6110 to make a credit card payment

RULES & REGULATIONS

Section 1: Date and Time

Date	Set-Up Time	Hours of Operation	Tear-Down Time
July 2, 2021 (Friday)	8 am – 4 pm	5 pm – 10 pm	
July 3, 2021 (Saturday)	8 am – 10 am	Noon – 10 pm	
July 4, 2021 (Sunday)	8 am – 10 am	Noon – 10 pm	Following Fireworks when park is safe for re-entry

- a) All vendors are required to participate during the entire festival.
- b) Set-up and tear-down times are to be observed and are subject to crowd dispersal.
- c) At the event's conclusion, following approval by the Saint Charles Parks Rangers, vendors will be allowed to bring vehicles back to the park.
- d) Food inspections will begin at least one hour prior to the opening of Riverfest

Section 2: Booth Info

- a) Participation as a Riverfest Vendor in the past does not guarantee the same booth location as before.
- b) Booth assignments will be on a first come, first serve basis.
- c) All booths are located in Frontier Park.
- d) No pets are allowed in the booths or within Frontier Park during Riverfest, except service animals.
- e) Refer to the Vendor Application for available booth sizes and fees.
- f) Booth and table fronts must be attractively covered with a patriotic theme.
- g) Keep all packing material out of sight.
- h) All booths are to be safely constructed and arranged in a manner that presents no hazards to the public.
- i) Each vendor is required to provide their own tables, chairs, lighting, and fire extinguisher, fire retardant canopy and any other equipment.
- j) No camping tents allowed in vendor area.
- k) Advertising/information booths will not be accepted as vendors (i.e.: Travel Agencies, Contractors, Auto Dealerships, Real Estate, Political or Religious Entities) – please contact our office for Event Sponsorship information.
- l) All vendors are encouraged to decorate their booths with a patriotic theme.
- m) No hay or cardboard may be used at vendor site if rain occurs. Only acceptable applications include oil dry or kitty litter.
- n) Vendors who sell beverages will be responsible for supplying their own ice if needed.

Section 3: Utilities

- a) Electric availability is limited and will be 15 amps of power per booth
- b) NO equipment and/or large trailers requiring more power will be considered without making their request prior to vendor acceptance.
- c) Please note your requirements for additional power on your application. Failure to do so and request for more power during event day of load in will be denied. Special arrangements will be made with the Festival of the Little Hills as they own the electric equipment used during Riverfest. Any additional fees will be paid to the "Festival of the Little Hills" by vendor.

Section 4: Fire Regulations

The City of Saint Charles Fire Marshall requires the following:

- a) Flame retardant labeling or manufacturer's certificate for tarps or canopies 12 x 12 or larger.
- b) 12 gauge, 3-pronged electrical cords.
- c) Multi-plug power strips with circuit breakers.
- d) A 5 lb. 2-A10BC rated multi-purpose dry powder fire extinguisher.

Section 5: Merchandise

- a) The Riverfest Committee reserves the right to remove questionable merchandise or displays.
- b) The Riverfest Committee reserves the right to limit items and duplications by vendors.
- c) Vendors are responsible for collection and payment of Missouri Sales Tax.
- d) All vendors must include their Federal Tax ID or Social Security Number on the Vendor Application.**
- e) Not-for-profit organizations must provide their certificate from the State of Missouri regarding their not-for-profit status.
- f) All food vendors are required to submit the tourism tax to City of Saint Charles Finance Department within 30 days of event.

Section 6: Subleasing

- a) Subleasing is strictly prohibited. Prompt removal and a permanent ban will apply to:
 - a. Any person attempting to conduct business or display in a booth space without having properly rented that space.

Section 7: Vehicles

- a) Vehicles entering the vendor area must be approved (see Vendor Application) prior to entry to vendor area and vehicles must be out of park an hour before Riverfest opening.
- b) Please drive slowly while traveling in vendor area.
- c) Only licensed drivers are permitted to operate vehicles within the vendor area.
- d) **Vendors must park in the Lewis and Clark Boat House lot** not in the adjacent parking lots or in public parking across from Frontier Park.

Section 8: Clean Up

- a) Please leave your booth space free of trash and debris. Trash containers will be available for your use. Burn barrels (for ashes, embers and coal) and grease barrels (for used grease) are provided and must be used.
- b) Booth spaces needing to be cleaned after the vendor has left will result in the forfeiture of their clean-up deposit.

Section 9: Security

- a) Gate Security is provided by volunteers in cooperation with the City of Saint Charles during festival hours.
- b) The St. Charles Police Department and St. Charles Park Rangers will be patrolling vendor areas during normal Riverfest hours.
- c) Overnight security is provided.
- d) Vendors are responsible for securing and protecting their booth, equipment, or merchandise.