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Fête des Petites Côtes – Festival of the Little Hills

AUGUST 20, 21, 22, 2010

crafts@festivalofthelittlehills.com

SPECIALTY PREPACKAGED FOOD VENDOR RULES & REGULATIONS

1. **FIRE REGULATIONS** St. Charles Fire Marshall requires the following:
 - a. Flame retardant labeling on tarp or canopy, or certificate from tarp/canopy company for any canopy or tarp 12'x12' or larger
 - b. Tents used to sleep in, regardless of size, must be flame retardant.
 - c. 14 gauge, 3-pronged electric cord (Suggestion: bring several 50 ft. cords.)
 - d. Multi-plug power strip with circuit breaker
 - e. 5 lb. 2-A rated ABC powder fire extinguisher
2. **MERCHANDISE** The following items may not be displayed or sold: **import or manufactured items, carnival items, animals, food, or drink.** The Festival Board reserves the right to remove questionable merchandise or displays.
3. **CHAIRS, TABLES** Each crafter should provide personal chairs, tables, lighting, fans, etc.
4. **PETS** Animals are not allowed in booth area or anywhere in Frontier Park as per city ordinance. Violation of this ordinance could result in removal from Festival.
5. **DISPLAYS** All display tables must be attractively draped and packing materials arranged out of sight. All booths and shelters must be safely constructed.
 - a. **MAIN ST.:** Spiking in the cobblestone street is not allowed. Due to the uneven surface of the brick street, leveling materials may be needed.
 - b. **FRONTIER PARK:** Spikes may be driven into the ground.
6. **SUBLEASING** Subleasing of booth spaces is not allowed. Any person attempting to do business in a booth space without having properly rented the space will be removed from Festival.
7. **BOOTH SIZE**
 - a. **MAIN ST.:** Spaces are approximately 14' from the curb and 10' wide. Crafters and merchandise must be contained within the space. **Sidewalks, and walkways are to remain free of all items and cannot be used for storage.**
 - b. **FRONTIER PARK:** Spaces are 15'x15'. In some areas an additional 15'x15' area is available for sleeping or storage directly behind each booth. Five feet in front of each booth should be free of crafters' items in order to provide a wide walkway for visitors to the Festival.
 - c. **TENT SPACE (IN FRONTIER PARK):** Spaces are 14'x8' and will be available in a large circus style tent in Frontier Park. Overhead lighting and booth electricity will be provided. Storage space will be made available inside the tent in designated areas. No storage outside large tent.

BOOTH FEE, SIZE, AND LOCATION		
	Main Street	Frontier Park
Single space:	\$300 10' wide x 14' deep	\$300 15' wide x 15' deep
Double space*:	\$600 20' wide x 14' deep	\$600 30' wide x 15' deep
Other options:	\$350 Corner space** 10' wide x 14' deep	\$350 Tent space 14' wide x 8' deep
	\$650 Double corner space 20' wide x 14' deep	\$700 Double tent space 28' wide x 8' deep

*Double spaces are available on a limited basis.

** Corner space is defined as being able to sell from 2 sides of the booth. Corner space may be next to a rest area, walkway, etc.

8. **LATE FEES** All applications postmarked after March 15, 2010 must include a \$30 non-refundable late fee. Please submit a separate check or money order for the late fee. Late applications will be returned if the \$30 late fee is not included with the regular booth fee.
9. **DEPOSITS** All payments will be deposited within 2 weeks of receipt by the Festival. If you are not accepted into the festival, a refund will be sent to you.
10. **CANCELLATIONS** Cancellations made **before June 1, 2010** will be given a full refund, except for the \$30 late fee, for applications that are postmarked after March 15, 2010. No refunds will be given for cancellations made after June 1, 2010.

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11. **ELECTRICITY** 15 amps of power is available for each booth. Guidelines from the St. Charles Fire Marshall must be followed. See Rules & Regulations No. 1.
12. **SECURITY** The Festival security groups are volunteer organizations. Security will be stationed on Main St. and throughout Frontier Park. Neither the security groups nor the Festival Board of Directors are responsible for theft or damage, as stated in Section No. 6 of the Festival contract.
 - a. **MAIN ST.:** Crafters may stay in their booth overnight. Vehicles are allowed to enter Main St. before the opening of the Festival on Saturday and Sunday for restocking, but must exit by **8:30 a.m.** Vehicles may not be left on Main St. overnight.
 - b. **FRONTIER PARK:** Crafters may stay in their booth overnight. Vehicles are allowed to enter Frontier Park before the opening of the Festival on Saturday and Sunday for restocking, but must exit the park by **8:30 a.m.** Vehicles may not be left in Frontier Park overnight.
13. **LENGTH OF SHOW** All crafters are required to participate in the entire 3 days of the Festival. Early departures may result in the crafter not being asked to participate in future Festivals.

FESTIVAL TIME SCHEDULE					
	Set-up***	Vehicles out of park or off Main St.	Opening	Closing	Gate or Street Opening****
Friday	7 am - 3:00 pm	3:00 pm	4:00 pm	10:00 pm	10:30 pm
Saturday	7 am - 8:30 am	8:30 am	9:30 am	10:00 pm	10:30 pm
Sunday	7 am - 8:30 am	8:30 am	9:30 am	5:00 pm	5:30 pm

***Crafters may begin selling immediately after they are set up, regardless of the official opening time.

****Gate or street opening subject to crowd dispersal.

NOTE: Most spaces in Frontier Park only are open for set-up after 4 pm on Thursday.

14. **PARKING** Due to St. Charles City ordinance, the Riverfront Parking Lot at Riverside Drive and South Main St. (Boat House Parking) is not available to Festival crafters for **oversized vehicles**. Free parking will be provided at the St. Charles Family Arena Parking lot, approximately 1 mile south of Festival site. Free shuttle to the St. Charles Family Arena Parking lot for craft vendors will be provided for restocking purposes throughout the 3 days.

Free Festival parking permits to the St. Charles Family Arena Parking lot will be provided in the Crafter Check-In Packet for vendors who request parking permits for oversized vehicles in the application. Festival parking permits must be clearly displayed in the front window of the vehicle.

15. **SALES TAX** Crafters are responsible for the collection and paying of Missouri sales tax. Sales tax information will be included in the Crafter Check-In Packet.
16. **BREAKDOWN ON MAIN ST.** Due to limited available parking on Main St., it is important that each vendor be a “good neighbor” by having your booth space broken down before bringing your vehicle onto Main St.

The St. Charles Police Department determines the time of the initial opening of Main St., which is based on the number of pedestrians remaining on the street. Vehicles will travel north on Main St. and may enter only from Boone’s Lick or First Capitol. **Due to flow of traffic and the placement of dumpsters and booths, side streets are not accessible and cannot be used to enter Main St.**

17. **CLEAN-UP** All areas must be left in original condition – clean and free of trash. Areas needing to be cleaned after a crafter leaves will result in a \$100 clean-up assessment to the crafter. In addition, the crafter may not be asked to return to future Festivals.
18. **NOTIFICATION OF CRAFTERS** All applicants will be mailed an acceptance or denial letter on or before May 15, 2010.
19. All accepted Vendors are required to provide certificate of insurance to the Festival within 30 days after date of acceptance. Certificate of insurance may be faxed or mailed to the address below. See insurance letter.

Contact Festival: crafts@festivalofthelittlehills.com

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