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Fête des Petites Côtes – Festival of the Little Hills

August 16, 17 & 18, 2024

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Craft & 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. 12 gauge, 3-pronged electric cord (Suggestion: bring several 50 ft. cords.) 10 gauge for 100 ft. cords.
 - c. Multi-plug power strip with circuit breaker
 - d. 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, or animals.** The Festival Board reserves the right to remove questionable merchandise or displays.
3. **CHAIRS, TABLES & MASKS** Each vendor should provide personal chairs, tables, lighting, fans, personal protection equipment, 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 and within designated booth space. **Nothing to be on sidewalks.**
 - 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. During inclement weather, **no** hay/straw, cardboard, oil dry are permitted. Plywood is allowed.
 - c. **All tents are required to have some kind of weights to hold tents in case of high winds.**
6. **SUBLEASING** Subleasing of booth space 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 curb and 12' wide. Vendors and merchandise must be contained within the space. **Sidewalks, and walkways are to remain free of all items. This includes chairs, tables, coolers, boxes and cannot be used for storage.**
 - b. **FRONTIER PARK:** Spaces are 15'x15'. In some areas an additional 5-10' may be available for storage directly behind the booth. Five feet in front of each booth should be free of vendor's items in order to provide a wide walkway for visitors to the Festival.
8. **LATE FEES** All applications postmarked after January 31st must include a \$50 non-refundable late fee. Please submit a separate check or money order for the late fee. Late applications will be returned if the \$50 late fee is not included with the regular booth fee.
9. **CANCELLATIONS** Cancellations made **before May 1st.** will be given a full refund, except for the \$50 late fee, for applications that are postmarked after January 31st. No refunds will be given for cancellations made after May 1st.
10. **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.
11. **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.:** Vehicles are allowed to enter Main St. after 6:00 a.m. on Saturday and Sunday for restocking, but must exit by **8:00 a.m.** (vehicles off street and out of park) Vehicles may not be left on Main St. overnight.
 - b. **FRONTIER PARK:** Vehicles are allowed to enter Frontier Park after 6:00 am on Saturday and Sunday for restocking, but must exit the park by **8:00 a.m.**(vehicles off street and out of park) Vehicles may not be left in Frontier Park overnight.

12. **LENGTH OF SHOW** All vendors are required to participate in the entire 3 days of the Festival. Early departures may result in the vendor not being asked to participate in future Festivals. No set up on Main Street until Friday morning.

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	6 am - 8:00 am	8:00 am	9:00 am	10:00 pm	10:30 pm
Sunday	6 am - 8:00 am	8:00 am	9:00 am	4:00 pm	6:00 pm

***Vendors 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 2 pm on Thursday.**

No set up on street until Friday morning at 7:00AM.

13. **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. Free parking will be provided at a designated area. Free shuttle to the designated area for craft vendors will be provided for restocking purposes throughout the 3 days. Overnight parking lots - shuttles begin at 8:30 am on Saturday and Sunday only.
14. **SALES TAX** Vendors are responsible for the collection and paying of Missouri sales tax. Phone: 573-751-5860 or visit this website: mytax.mo.gov
15. **SETUP OF FESTIVAL** Park in front of your booth to unload and load unless you are on North Main St., then you will need to park across the street from your booth. Due to limited available parking on Main St., it is important that each vendor be a "good neighbor."
16. **END OF FESTIVAL** All vendors - **MANDATORY** - booth space must be broken down and ready to load before receiving a ticket to bring in any vehicle to your booth.

Main Street booths will need to park in front of your booth unless your are on North Main Street, then you park across the street from your booth to load.

The St. Charles Police Department determines the time of the initial opening of Main St. & park, 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, First Capitol or Jefferson St. Park exit procedures are in vendor packet. **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. **NOTIFICATION OF VENDORS** All applicants will be mailed an acceptance or denial letter on or before March 15th.
18. **INSURANCE** All accepted Vendors are required to provide certificate of insurance to the Festival by **May 31. NO EXCEPTIONS.** E-mail or Mail the certificate of insurance to the address below. See insurance letter.

www.festivalofthelittlehills.com