



August 18-20

Vendor Booth Application & Agreement

1 Ballwin Commons Circle, Ballwin, MO 63021

636-207-2338

Ballwindays@ballwin.mo.us

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Businesses, artists, food truck operators and individuals are welcome to apply. If you are selling food or a particular thing (i.e. a craft, t-shirts, jelly, etc.) you are eligible for a vendor spot. If you are a business like an insurance agent, auto dealer, window company, etc. you will need to be a sponsor. For a sponsorship application, reach out to Daryl Holman at dholman01@charter.net**

	# of Booths	Type of Booth	1 Booth	2 Booths
Food Booth		Non-Profit	\$275	\$440
		Commercial	\$350	\$560
Vendor		Non-Profit	\$100	\$160
		Commercial	\$200	\$320
Power (20 amp receptacle)			\$100	

Please list all menu items, games or retail items for your booth:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2023 Ballwin Days

### MERCHANDISE/ FOOD VENDOR CONTRACT

AUGUST 18-20, 2023 Vlasik Park, Ballwin, Missouri 63011

All booths should plan to operate during festival hours. The success of your booth and of Ballwin Days depends upon you. Please read and comply with the attached rules. If your group does not follow these rules, you may be asked to leave and not be invited to participate next year.

#### **BALLWIN DAYS HOURS**

Friday, August 18, 2023 5:00PM to 11:00 PM

Saturday August 19, 2023 11:00 AM to 11:00 PM

Sunday, August 20, 2023 11:00 AM to 5:00 PM

#### **ELIGIBLE PARTICIPANTS:**

- Groups are invited to participate based on the available space we have to offer.

#### **BOOTHS:**

- Maximum single booth size is 10x10, unless prior approval is granted.
- Booth spaces will be marked by Thursday prior to Ballwin Days

#### **LOCATION:**

- All vendors will be assigned a location to ensure we have balanced our electrical system and to ensure a safe and successful event.

#### **ELECTRICAL:**

- All vendors are required to connect to Ballwin Days power. You will not be allowed to run your own generator unless prior approval is granted.
- Food trucks / trailers will be provided appropriate power connection if approved.
- Each 10x10 tent space will receive appropriate power. Only one item (e.g., fan, heat lamp, roaster, lights, etc.) will be allowed for each receptacle. Creating additional receptacles with power strips/bars is prohibited. In addition, heavy-duty extension cords in excess of 25 feet will not be allowed.

#### **COOKING APPLIANCES:**

- Any vendor who operates frying / cooking equipment within a truck or trailer will be required to provide proof of inspection and certification of the fire extinguishing systems.

#### **FIRE SAFETY:**

- COOKING WITH OPEN FLAME INSIDE ANY BOOTH IS PROHIBITED!!!!
- **COOKING / BBQ BOOTHS MUST HAVE A CLASS 2A FIRE EXTINGUISHER IN YOUR BOOTH!**
- **FRYING BOOTHS MUST HAVE CLASS K EXTINGUISHER...NO EXCEPTIONS**

#### **CHARCOAL & HOT OIL:**

- **DO NOT!!** dispose of charcoal embers or hot oil into trash barrels dumpster or storm sewers!
- If you are using charcoal or hot oil you must have a steel container available for their disposal. We do not need a trash fire to highlight Ballwin Days.

**PARKING:**

- NO PARKING IS ALLOWED INSIDE THE GROUNDS!! Please inform your workers. • You will be allowed to enter the grounds with one vehicle **ONLY before opening and after closing** to deliver/pickup your supplies.
- Vehicles must be removed immediately after unloading, at least 30 minutes before opening time, and may return after closing time.
- A limited number of parking passes will be provided, but we encourage your workers to catch the free shuttle bus to the park.

**COMMANDER-IN-CHIEF:**

- At all times, someone at each booth must be designated as the person in charge of that booth. That person is responsible for the activities and workers of that concession. • All concessionaires must keep their booth and the surrounding area clean. (SEE CLEAN UP RULES)

**ALCOHOL POLICY:**

- No alcoholic products are to be dispensed or served from any equipment or booth **THIS INCLUDES PRODUCTS PROVIDED TO BOOTH WORKERS.**
- Any booths found dispensing, serving or otherwise providing alcoholic products will be asked to leave immediately and will **forfeit all booth fees.**

**SIGNAGE:**

- You must have your price list and **the name of your organization** prominently displayed. • Remember, the more professional your booth and signage looks, the better your organization looks and the more likely customers are to stop at your booth.

**GAMES & MENUS:**

- All items for sale, games and food items being sold or distributed from any booth at Ballwin Days must be approved in advance by the Ballwin Days Concessions Committee.

**STORAGE:**

- BALLWIN DAYS WILL NOT BE ABLE TO PROVIDE STORAGE FOR GAME BOOTH PRIZES OR FOOD.
- Please plan accordingly and make arrangements for overnight storage.

**MONEY:**

- Please have sufficient change available. Ballwin Days has no arrangement to provide banking services during the festival.
- Please safeguard your cashbox. Have someone watching it and keep it in the center of your booth.
- **The Ballwin Days Committee and the City of Ballwin are not responsible for lost or stolen money or other property from any booth or individual.**

## SPECIAL INSTRUCTIONS FOR FOOD BOOTHS

### **SAFE FOOD HANDLING:**

- All food vendors and their workers must read and comply with the requirements of the St. Louis County Department of Health. The county and federal health inspectors may be visiting.

### **SANITATION:**

- **Remember that everyone must wash his or her hands before handling food!!!** • To further help reduce any risk, Ballwin Days requires that each food booth has a bucket and container of disinfectant for sanitation of tables / utensils.
- All food handlers **MUST** wash their hands with disinfectant solution before working with any food in the booth. We encourage your workers to wear disposable plastic or rubber gloves while serving food.

### **ATTIRE:**

- Shirts and shoes must be worn at all times while in or around your booth.

### **ICE:**

- Ice may be purchased from the Ballwin Days Committee at a per bag cost. • Cost will depend on the price our Ballwin Days pays the ice company. • Please contact this committee as much in advance of your ice needs.

## POLICE PROTECTION

The Festival provides police before, during, and after hours. These officers are on the grounds during operating hours to provide crowd control. These officers are not permitted to leave the grounds. Before and after operating hours, police officers will patrol the grounds to keep out unauthorized people.

***BALLWIN DAYS IS NOT RESPONSIBLE FOR THE CONTENT OF ANY BOOTH. IF IT IS TOO VALUABLE TO LOSE, TAKE IT HOME WITH YOU EACH NIGHT!***

## FINAL THOUGHTS

Each booth, not Ballwin Days, is responsible for Missouri sales taxes, unless exempt. The Missouri Department of Revenue might be around to visit during the festival to give you forms to complete.

If at any time during the festival you have any problems or any concerns that you cannot resolve with the Concessions Event Committee, you are encouraged to contact the Ballwin Days Co-Chairmen.

Our desire is to conduct a Ballwin Days festival that is fun and profitable for all participants. Thank you, and hope to see you soon!!

Liability of exhibitors: In no case, shall the Ballwin Days Committee, the Ballwin Days Chairmen, Ballwin Days Volunteers or the City of Ballwin be held responsible for any loss, damage, injury, theft, death, or any other unforeseen occurrence at Ballwin Days.