



FOOD VENDOR APPLICATION 2020

Thank you for your interest in vending at the 40th annual Fair St. Louis. Our annual 3 day Independence Day celebration includes family activities, national level entertainment, air shows, fireworks and much more held in downtown St. Louis' Gateway Arch National Park on the banks of the Mississippi River.

Fair St. Louis, (July 2-4) is the largest FREE Independence Day celebrations in America - "Americas Biggest Birthday™".

Average attendance is approximately 200,000 for the three (3) day festival.

Detailed below you will find preliminary food vendor requirements as well as an application for participation. Please read the information carefully before completing. Fair St. Louis will issue invitations and contracts based on the information provided in the application. Incomplete applications will not be considered. Applications can be submitted by e-mail to food@fairsaintlouis.org or complete on-line at www.fairsaintlouis.org/foodvendor.

The deadline for food vendor applications is 4:00 p.m. on Friday, May 1, 2020. Selected vendors will be notified via email on Friday, May 8, 2020 with contracts issued on or before May 22, 2020. Please read the following information carefully before completing the application as food vendor selection is based on the information below.

SELECTION PROCESS

All prospective food vendors must submit the following by 4:00 pm on Friday, May 1, 2020

- Completed application form
- Proposed menu with pricing
- Current photograph of operation
- Layout of site / footprint

SELECTION CRITERIA

The selection criteria is based on, but not limited to

- Quality of offerings
- Experience
- Ability to serve thousands of patrons in outdoor weather
- Appearance of overall set-up
- Unique or regional cuisine
- Reasonable prices and value

Food vendors who are accepted will receive an email notification upon acceptance.

ALL menu items and prices must be approved by Fair St. Louis and only those items listed on contract may be sold.

PARTICIPATION FEES

Fees are based on TOTAL space required for vending, prep and storage. Vendors are provided access to running water, garbage and recycling receptacles.

Deposit Amounts

Participating vendors must provide a \$500 clean-up deposit, per space at the event. \$250 will be refunded to each vendor that loads-out on time and leaves their space clean (to the satisfaction of the on-site manager). \$250 is a non-refundable Park Restoration fee.

Space

The space fee is \$250 per foot of frontage with a minimum of 10 feet and a maximum frontage of 50 feet. Spaces are sold in 10 foot increments and space depth is 10 feet. The space depth may vary based on the vendor space location in the park. Any additional space or storage outside the confines of the booth will be quoted and billed as a separate fee.

Example

- ✓ 10 ft. frontage by 10 ft. depth = \$2,500
- ✓ 20 ft. frontage by 10 ft. depth = \$5,000
- ✓ 30 ft. frontage by 10 ft. depth = \$7,500

SALES TAX

Each booth is responsible for paying its own sales tax (8.679% in the City of Saint Louis). The Missouri Department of Revenue will contact you after the Fair. Tax is computed on gross sales. When pricing products, take into consideration sales tax.

PERMITS

All vendors must obtain a City of St. Louis Health Permit and St. Louis City Fire Department Propane Permit (if applicable) per location.

POWER

Each booth will have (2) 20 Amp single phase outlets provided. Additional electricity can be purchased in 20 amp increments. All of your electrical appliances must be grounded (3-prong). All plugs must be 3-prong grounded or a ground fault interrupter must be used in conjunction with a 2-prong plug. You must bring your own extension cords and they must be in good working condition as well as grounded (3-prong).

Continuous electric service is not guaranteed, although every effort is made to keep it operational. Fair St Louis is not responsible for loss of revenue or product(s) due to power failure or voltage fluctuation. Electricity will be available from approximately 3:00 PM, July 1st until 12:01 AM on July 4th. Generators are NOT allowed.

FOOD PRODUCTS

Commercial vendors may sell any food products authorized by Fair St Louis except: Alcoholic beverages, bottled water, soda, and isotonic. These products are sold exclusively by Community Vendor Booths that are contracted by Fair St Louis to sell these items. Community Vendors are not-for-profit organizations with Federal and State identifications. All products and pricing are subject to the approval of Fair Saint Louis.

INSURANCE

All booths must have insurance.

A Certificate of Insurance must also be provided by June 1, 2020 for workers' compensation insurance coverage and must be valid through July 7, 2019. If, under the laws of Missouri you are exempt for workers' compensation insurance, a completed Fair Saint Louis Workers' Compensation Exemption affidavit will serve in lieu of said Certificate of Insurance. Detailed insurance information will be included in your acceptance packet, or upon request.

ADDITIONAL REQUIREMENTS

All participating food vendors will be required to provide up to \$150 worth of complimentary meals / menu items to event staff. All vendors will be provided a letter of donation for tax purposes and will be reimbursed by FSL for all coupons received over \$150.

- Concessionaires are responsible for obtaining all necessary business licenses and for the payment of any and all taxes due.
- Participating concessionaires are required to comply with all rules and regulations of the City of St. Louis Health Department, St. Louis Police and Fire Departments, National Park Service, and any other governing authorities' rules and regulations which might apply.
- All participating food vendors must display professional looking menu boards specifying menu items and prices at all times.
- No changes to menu boards will be allowed without prior consent from Fair St. Louis. Handwritten signs are strictly prohibited.
- Food vendors are not allowed to sell, give away or consume alcoholic beverages.
- Food vendors will not be allowed to sell any non-food items.

Please read the concessions information carefully before completing the application as food vendor selection is based on the information in the application.

2020 FSL CONCESSION VENDOR APPLICATION

JULY 2-4, 2020 ~ GATEWAY ARCH ~ ST. LOUIS, MO

COMPANY: _____
 ADDRESS: _____
 CITY / STATE / ZIP: _____
 CONTACT: _____

MOBILE: _____ OTHER: _____
 FAX: _____ EMAIL: _____

SPACE REQUIREMENTS (PLEASE INCLUDE TONGUE IF TRAILER)

Example 10 ft of frontage x \$250 = \$2,500 x 2 spaces = \$5,000

Feet of frontage (10ft min.) _____ x _____
 Number of Spaces _____ x frontage \$ _____
 Note / Other: _____

PROPOSED MENU ITEMS AND PRICING

ITEM	SERVING SIZE	PRICE
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
6. _____	_____	\$ _____
7. _____	_____	\$ _____
8. _____	_____	\$ _____

Please attach a sheet listing additional items proposed for sale if more space is needed.

ELECTRICAL REQUIREMENTS

Please indicate the total power required for your trailer or concession stand.

EQUIPMENT TO BE POWERED	ELECTRICAL SERVICES REQUIRED
_____	_____
_____	_____

If you are a 1st time FSL vendor, please list three large scale public events where you have vended in the past three years:

EVENT	LOCATION	ATTENDANCE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

This application is not a guarantee of acceptance. No payment is necessary until acceptance has been confirmed and a contract issued. Your signature below indicates that you have read the accompanying information and that the information you provided is accurate. **A current photograph of your concession trailer or tent is required with this application.**

Signature: _____ Date: _____

**COMPLETED APPLICATION MUST BE RECEIVED NO LATER THAN 4:00 P.M.
 ON FRIDAY, MAY 1, 2020.**

Please return completed application to:
food@fairsaintlouis.org *or*
 complete on-line at www.fairsaintlouis.org/foodvendor

