

# STOP'n SHOP

## VENDOR FAIR

Applicants will be provided with one 8ft rectangular table and 2 chairs in a 10'x 10' space. Please note that vendors are required to come self sufficient outside of the provided table and chairs. There will be no power provided to vendors, but generators are welcome. There are a limited number of vendor spaces available and will be filled on a first come first serve basis.

In order to secure a space, exhibitors must visit one of our two community centers with a completed application. The fee is \$25 per date, if doing all four dates and paying upfront, fee is only \$75. If paying as events occur payment is due by prior months event date.

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

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Service/Resource/Product sold: \_\_\_\_\_

Dates interested:

- ☐ August 4th
- ☐ September 8th
- ☐ October 6th
- ☐ November 3rd

\* Items sold must be handmade, homemade, or homegrown.  
All vendors selling food must obtain a St. Louis County Health Permit and present a copy to the Event Coordinator for days of operation.

Please check all that apply

I understand that by signing this document it releases the City of Florissant from any liability related to being a vendor. Please see back for rules and procedures

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

Date received: \_\_\_\_\_

## **General Vendor Fair Rules**

The Stop'n Shop Vendor Fair is managed by the City of Florissant Park and Recreation Department. This vendor fair will be held in the parking lot of the JFK Center, 315 Howdershell Rd.

The Stop'n Shop Vendor Fair reserves the right to prohibit anyone from selling at the vendor fair and/or cancel the privileges of any member who, at the sole discretion of the Recreation staff and Event Coordinator, has violated any rule governing the fair or acted in any manner that is contrary to the best interests of the Vendor Fair. Fees will not be refunded.

1. Vendors must be the producer or work for the producer.
2. Any items bought from a wholesaler, retail establishment, or any other grower will NOT be allowed for resale. No exceptions.
3. Items that are handmade/homemade.

## **What does the Vendee need to provide prior to selling at the Vendor Fair?**

1. Completed Vendor Fair Application and payment.
2. All required permits from the St. Louis County Health Department if applicable.

## **Booth Standards**

1. Each vendor is responsible for providing their own 10' x 10' tent/canopy, Canopies are required for all food vendors by the Health Department. Booths must be kept clean and orderly at all times.
2. Any vendor selling products by weight must have a legal-for-trade scale approved by Missouri Weights and Measures.
3. Merchandise is to be displayed within the confines of the assigned booth. Canopies and tents must be properly secured and weighted (i.e. sandbags, bricks, water bags).
4. All vendors must post signage stating their business name and contact information before sales begin.

All items for sale must be priced for sale by labels or signage.

## **Daily Operations**

1. Vendors shall be open for business at 4:00 p.m. and will remain open until 8:00 p.m. unless otherwise approved by the on-site Event Coordinator.
2. Sales will conclude promptly at 8:00 p.m.
3. It is the responsibility of the vendor to warrant, refund, or exchange merchandise/products that are deemed unsatisfactory.
4. No vendor can engage in solicitation, collection drives, or political or religious activities in the vendor fair.
5. Vendors will abstain from smoking/vaping, consuming/possessing alcohol, or any controlled substances while at the fair other than beer or wine sold by licensed vendors.
6. The use of any spark, flame, or fire-producing device is prohibited in the vendor fair without the Event Coordinator's written approval.
7. It is the responsibility of the vendor to provide any/all chairs, change, cash, signage, covering, decoration, and display equipment for business.
8. No vendor may use a false pack (meaning the topping or facing of containers with the best products and the poor products concealed underneath).

## **Attendance Protocol**

Vendors will be assigned a space at the vendor fair. Please notify the Event Coordinator as early as possible if unable to attend. Repeated tardiness or absence without notification is grounds for expulsion.