



**2012 KIRKWOOD GREENTREE FESTIVAL ARTS & CRAFTS SHOW
APPLICATION FOR PARTICIPATION
SHOW DATES - SEPTEMBER 15 & 16, 2012**

PLEASE READ CAREFULLY

RULES

1. The Greentree Festival is a one-weekend event. There will be some activities in the park on Friday evening; however the Arts and Crafts section will only be open on Saturday and Sunday. *Set-up is permitted Friday beginning at 8:30 a.m., and must be completed by 8:30 am on Saturday.*

SHOW HOURS: **SATURDAY - 8:30am - 7:00pm**
 SUNDAY - 10:00am -5:00pm

2. The exhibitor is expected to remain in the show area and is responsible for his own work and sales. The Festival Committee and the City of Kirkwood are not liable for theft, damage, rain, loss of work or personal injury.

3. The entry fee is \$105 per booth space for the weekend. Spaces are 10' x 10'. Tents and/or canopies may be used, but must be supplied by the exhibitor and must fit within the 10x10 space. Each exhibitor must supply their own tables, chairs or other types of display fixtures. **These items must remain within the 10x10 space.** **If you set up any items outside of your 10'x10' area and/or in the aisle, you will be asked to move all items into the provided booth space.** *Also, there is no electricity provided to Arts & Crafts booths.* Special Events Sales Tax Reports and sales tax charts will be provided in the **Vendor Packets.**

4. Due to the large crowds and limited amount of space, smoking will not be permitted in the Arts and Crafts area. Smoking is permitted in the nearby picnic area.

5. Exhibitors must display only their own work. Mass produced, imported, food or food items, plants or manufacturer's representatives will not be permitted. **ITEMS NOT MADE BY YOU ARE NOT PERMITTED.** Items that may cause harm to any visitor to Greentree will not be permitted. This includes items such as rubber band guns, or other projectile firing devices. Any infringement of these rules will result in removal from the show. The committee reserves the right to restrict the sale of items that in the committee's judgment can unreasonably damage or litter park grounds. **The committee also reserves the right to request removal of any entry considered inappropriate.**

6. Payments for booth spaces will be processed as soon as received, however booth assignments will not be made until after March 31, 2012. All applications will be acknowledged and refunds made to those not accepted. If not accepted, you will be placed on the waiting list and called as soon as a cancellation is received. Please keep in mind that we receive very few cancellations. **NO REFUNDS FOR CANCELLATIONS MADE AFTER AUGUST 31.**

7. Please retain this sheet for your information and return the enclosed application.



PLEASE COMPLETE AND RETURN

PLEASE PRINT CLEARLY

Booth Space # _____

(Do not write in above space)

**DEADLINE FOR RETURNING VENDORS TO APPLY AND BE GUARANTEED
THEIR SPACE FROM PREVIOUS YEAR(S) IS MARCH 31.**

Name _____ E-mail _____

Business Name _____

Address _____ City/State/Zip _____

Phone _____ License Plate # _____

Detailed Description of Items to be sold _____

I participated in the Greentree Arts & Crafts show in 2011 Yes _____ No _____

I would like _____ Space(s) on September 15 & 16, 2012. Enclosed is my check for \$ _____

Sales Tax # _____

Special Needs/Requests _____

I CERTIFY THAT I WILL ONLY EXHIBIT AND SELL ITEMS WHICH ARE MY OWN WORK.

Applicant's Signature _____

ENCLOSED:

- Signed and completed Application
- Copy of Missouri Sales Tax Certificate
- Check for \$105 per space payable to City of Kirkwood
- Photo, brochure **or link to website** of my work (unless your craft has changed - **RETURNING VENDORS EXEMPT**)
- Stamped self-addressed #10 envelope **OR**
- Receive acceptance letter by e-mail (please fill out e-mail address above)

MAIL TO: KIRKWOOD PARKS AND RECREATION
111 SOUTH GEYER ROAD
KIRKWOOD, MO 63122
Attention: Greentree Arts and Crafts

For office use only: Fee Paid _____ Check # _____ Date Received _____