

participate in the 2016 show should submit only the completed application with no payment. If accepted in the show, new vendors will be required to submit their payment within two weeks of notification of acceptance. New vendors who fail to submit payment within two weeks will be moved to a waiting list. Payments for all booth spaces will be processed as soon as received, however booth assignments will not be made until **after March 31, 2017**. All applications accepted for the show received by March 31, 2017 will be notified of their acceptance by April 10, 2017. Those applicants not accepted will be placed on a waiting list and will be notified of their status at that time. Any applicant moved from the waiting list to the show, or accepted in the show after March 31, 2017 will be notified as quickly as possible and will be required to submit payment within two weeks of notification.

CANCELLATION POLICY: If a cancellation request is received by July 31, and the space(s) can be filled, a refund (minus a handling fee) will be charged. **NO REFUNDS ISSUED FOR REQUESTS RECEIVED AFTER AUGUST 31.**

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

(Application Below on Pages 3 & 4)



PLEASE COMPLETE AND RETURN

Booth Space # _____
(Do not write in above space)

MARCH 31, 2017 - DEADLINE FOR RETURNING VENDORS TO HAVE THEIR APPLICATION RECEIVED BY PARKS & RECREATION OFFICE AND BE GUARANTEED THEIR SPACE FROM PREVIOUS YEAR(S)

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 2016 :
- **IF YOU ARE A RETURNING VENDOR AND *APPLY AFTER 3/31, DO NOT MAKE PAYMENT.* IF YOU ARE ACCEPTED, WE WILL ASK FOR PAYMENT WITHIN A TWO WEEK PERIOD FOLLOWING YOUR ACCEPTANCE.**

- _____ I DID NOT participate in Greentree Arts & Crafts show in 2016:
- **YOU ARE CONSIDERED A NEW VENDOR. *DO NOT MAKE PAYMENT WITH THIS APPLICATION. IF YOU ARE ACCEPTED, YOU WILL BE REQUIRED TO MAKE PAYMENT WITHIN TWO (2) WEEKS AFTER YOUR ACCEPTANCE. IF PAYMENT IS NOT RECEIVED WITHIN 2 WEEKS, YOU WILL BE PUT ON A WAITING LIST FOR A BOOTH SPACE.***

I would like _____ (**number of spaces**) on September 16 & 17, 2017. 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 _____

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

(Over/Below)

ENCLOSED:

- Signed and completed Application
- Copy of Missouri Sales Tax Certificate
- Check for \$120 per space payable to City of Kirkwood (Returning Vendors Only, applying by 3/31/17)
- 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