



**2019 KIRKWOOD GREENTREE FESTIVAL ARTS & CRAFTS SHOW  
APPLICATION FOR PARTICIPATION  
SHOW DATES - SEPTEMBER 14 & 15, 2019**

**FESTIVAL INFORMATION AND RULES**

**1. FESTIVAL DATES AND HOURS:** The Greentree Festival Arts and Crafts Show will be held during the hours shown below. 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 9:00 am on Saturday.*

**SHOW HOURS:**                      **SATURDAY, September 14 – 9:00 am - 7:00 pm**  
   **SUNDAY, September 15 - 10:00 am -5:00 pm**

**2. EXHIBITOR RESPONSIBILITY:** 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. BOOTH Spaces:** Each booth space is 10' x 10'. Tents and/or canopies may be used, but must be supplied by the exhibitor and must fit within the 10'x10' space. Each exhibitor must also supply their own tables, chairs or other types of display fixtures. **These items must remain within the 10'x10' 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 designated booth space. *There is no electricity provided to Arts & Crafts booths.*

**4. NO SMOKING:** 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. RESTRICTIONS ON ITEMS:** 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 the Greentree Festival will not be permitted. This includes items such as rubber band guns, or other projectile firing devices. 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.** Any infringement of these rules will result in removal from the show.

6. Vendors are responsible for reporting and paying sales tax on their sales. Special Events Sales Tax Reports and sales tax charts will be provided in the **Vendor Packets.**

**7. ENTRY FEE AND ACCEPTANCE:** Entry Fee is \$120 per booth space. **To be guaranteed a spot, returning vendors must submit their application and payment by January 31, 2019.**

Prospective vendors who did not participate in the 2018 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 January 31, 2019**. All applications accepted for the show received by January 31, 2019 will be notified of their acceptance by February 28, 2019. 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 January 31, 2019 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 of \$5) will be charged.. **NO REFUNDS ISSUED FOR REQUESTS RECEIVED AFTER JULY 31.**

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

**(Application Below)**



PLEASE COMPLETE AND RETURN

Booth Space # \_\_\_\_\_  
(Do not write in above space)

**JANUARY 31, 2019- 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 2018 :
- **IF YOU ARE A RETURNING VENDOR AND APPLY AFTER 1/31, 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 2018:
- **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 14 & 15, 2019. 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
- Photo, brochure **or link to website** of my work (**RETURNING VENDORS EXEMPT** unless your craft has changed -)
- 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