



Vendor Guidelines & Application 2018

Everybody Eats-STL cordially invites you or your organization to participate in **The Taste of Black St. Louis**. We expect a great day of food, entertainment and children's activities, and several hundred attendees — and we want you to be a part of the festivities.

The Taste of Black St. Louis was created to bring the local community and visitors together for a full day of tasting, shopping, learning, and experiencing the great tastes of Black St. Louisans and surrounding areas. Also, to celebrate Black people's contributions to St. Louis' world class culinary arts scene. Leading up to **The Taste of Black St. Louis** there will be an opportunity to recognize Black chefs, restaurants businesses and more.

This will be **the 1st Annual Taste of Black St. Louis. Join us. Limited space available.**

Please read the guidelines carefully. **Apply & pay EARLY for the best rates!**

If after reading the guidelines you have additional questions, you can reach our Vendor Coordinator at EverybodyEatsSTL@gmail.com

NOTE: Submitting application does NOT ensure your position. All applications will be evaluated and the vendors that are accepted will be contacted with a confirmation. Our goal is to have a diverse lineup of vendors, and we have limited space. This will impact the selection of vendor participation. We look for well-promoted businesses and vendors with a strong presence in our community. Please be prompt with your application process.

Limited Vendor Space! Space are assigned on a first come basis!

Taste of Black St. Louis: Saturday September 22, 2018

11am to 8pm

Tower Grove Park

South East Area Near the Grand Entrance

(All PAYMENTS ARE NON-REFUNDABLE. VENUE/DATES/TIMES SUBJECT TO CHANGE IN CASE OF EMERGENCY)

CHECK-IN, OFFICE USE:
09/22 (SAT)

IMPORTANT DATES & TIMES

Friday, August 30th -All payments are due!
(\$100 late fee(s) applies after this date)
Saturday, September 22,- Vendors setup
7:00am to 10:00am

Saturday September 22, breakdown and
removal of booths at 8:00pm

**NO VENDORS WILL BE ALLOWED
AFTER 10:30AM**

VENDOR TYPE

Please check all categories that apply to
your business. This will help us to know
what you offer.

- Restaurant/Food Vendor/catering
- Informational Vendors
- Food Truck
- Boutique/Retail/Craft
- Specialty (cakes, desserts, etc.)
- Vegan / Gluten free options

Legal Business Name _____ Date _____
Booth Business Name (Public) _____
Contact Person _____ Contact Cell _____
Business Street Address _____ City _____
State _____ Zip _____ Contact Email _____
Business Website _____
Business Facebook Page Address _____
Business Instagram Name _____

FOOD VENDORS (restaurants, catering companies, food truck, & specialty):

Early Bird Fee \$250 due by 07/31/18
Regular Registration \$300 due by 08/30/18
Includes 12' x 12' space NO REFUNDS

Food Trucks \$275 Early Bird Fee due by 07/31/18
Regular Registration \$325 due by 08/30/18

ADDITIONAL 12' x 12' SPACE

\$50

GENERATOR (Limited basis)

\$50

MERCHANDISE (BOUTIQUES, RETAIL/CRAFT) VENDORS:

Early Bird Fee \$125 due by 07/31/18
Regular Registration \$175 due by 08/30/18
Includes 10' x 10' space NO REFUNDS

INFORMATIONAL VENDORS:

Early Bird Fee \$80 due by 07/31/18
Regular Registration \$100 due by 08/30/18
Includes 8' x 8' space NO REFUNDS

ATTENTION!! All vendors must provide own table, chairs, trash can, and cloth table covering. All violators will be fined \$100 for leaving area unclean.

Please note: Corporations, franchises, chain stores, product brands, field marketing & promotional companies, marketing agencies, public relations firms and their clients (including giveaways and sampling) are in the general sponsorship category and must visit EVERYBODYEATSTL.net and click on the sponsorship button or call 314-564-2680.

RULES, REGULATIONS AND OTHER DETAILS:

Vendors cannot sell or bring tobacco or alcoholic beverages on event site. If caught with alcoholic or other illegal products, such vendor will be immediately evicted and possibly arrested. Failure to adhere to the rules will result in removal of vendor without refund.

All exhibitors/vendors must have their own personal/business LICENSED and insurance to secure against any unforeseen personal injury or loss. Promoter will not be liable for failure to hold event if failure is caused by any debilitating act of nature. Further, promoter will not be liable and will not refund any payments for any no shows of entertainers advertised to perform but failed to do so. Vendor agrees to hold harmless the Promoter, the Venue, City of St. Louis and sponsors of Everybody Eats STL from any and all liability damage or expenses arising out of or in connection with any injury to any person while in the vendor's area, including lost, theft, damage, property or personal injury resulting directly or indirectly from any act of omission of the Vendor, as well as failure to comply with the laws and ordinances of the city.

Vendor agrees to pay applicable fees to participate in Taste of Black St. Louis. Promoter will not be held liable for generator failure during event. Promoter reserves the right to dictate which products / brands cannot be sold. Promoter will not be liable for any damage done to product at event. At the time of registration or no later than August 30, 2018, vendors must submit the name(s) of every person who will occupy or will be working in the booth space.

All revenue generated by food and merchandise sales at the event is to be kept by the vendors. The festival will take no percentage of sales. **This event will continue rain or shine and will not be cancelled or moved to a rain date. No refunds.** All payments are non-refundable. Should Taste of Black St. Louis be postponed, vendors will be given credit in the next Everybody Eats STL event hosted by the promoters.

Included in booth fee:

Entry for staff working the event. Please communicate how many staff members you will have the day of. If you plan to have shifts please also communicate. Vendors must submit all the names of staff prior to event so they can receive entry to the event at the gate. All vendors will receive pre- promotion on website and social media. Additional promo opportunities available.

Vendor Parking

Vendors will be given one parking pass per application, if applicable.

Trademarks/Logos

The Taste of Black St. Louis, Everybody Eats-STL and/or artwork, name, or that of any artist performing at The Taste of Black St. Louis. may not be used without written authorization from Everybody Eats-STL. No merchandise of musical artists performing at The Taste of Black St. Louis can be sold without authorization from Everybody Eats-STL and the artist.

Firearms/Firearm Replicas

Not allowed at The Taste of Black St. Louis.

Soliciting/Distributing

Soliciting/distribution of materials or products outside of allotted vendor space is not allowed. Vendors are not allowed to move their vendor space. Information and giveaways will only be allowed with written permission from the Everybody Eats-STL.

Raffles/Give-away

No vendor may sell raffle tickets or chances for any organizations without written permission from the Everybody Eats-STL. Any item that is to be given away for promotion must be pre-approved in writing from the Everybody Eats-STL. Food and/or beverages may not be given away without written permission from the Everybody Eats-STL.

Security

Security will be provided the day of the event.

Non-discrimination

The Taste of Black St. Louis does not discriminate based on race, color, national origin, ethnicity, sex, religion or disability.

VENDOR REQUIREMENTS

- Food booths must comply with local food handling regulations.
- Vendors must only sell from their booth space.
- Food vendors must provide proof of insurance.
- All vendors participating must provide event coordinator with their current certificate of liability.
- Vendor accepts responsibility for all lost or stolen merchandise and equipment.
- Vendor accepts all responsibility, liability, and costs for any damage to booth, to customers, and to the environment.
- All vendors are expected to follow the proper tax codes and keep track of their sales and report them accordingly.
- All vendors must bring own table, chairs, sidewalls, trash can, fire extinguisher, first aid kit, gloves, & table cloth.
- A fine will be leveled against vendors whose area is not cleaned.
- Small refrigerators, electrical stoves and grills must be secured.

BOOTH REQUIREMENTS

- This is meant to be a fun and exciting event. Please staff your booth with happy, smiling people!
- No Vendor is permitted to sell or give away water at the event.
- We want to ensure that everyone has the best possible experience. Event staff determines booth placement.
- Vendors that require a power source must provide their power source / generator or can purchase from Everybody Eats STL (see prices above).
- Your booth must be neat, attractive and well-maintained. You must have a professional looking sign. Banners and flags are encouraged. Cloth table covers are required.
- Your booth must be open during the entire festival. You cannot vacate early without approval.
- You are responsible for setting up, maintaining, and removing your own booth, your merchandise and your trash. **Dispose all grease properly, off site.** Your booth must be removed and the area cleaned up promptly following the event. No overnight storage will be permitted.
- All vendors must accept both cash and card at their tent. No ATM will be onsite.

Number of space: _____ @ \$ _____

Please list your proposed items for sale. Be specific. This doesn't need to be your final menu but simply gives us an idea so we can fill the spots to the best of our ability to add variety to the event. We reserve the right to ask you to adjust your items to reduce duplication at the event.

AMOUNT PAID \$ _____ BALANCE: _____ DUE DATE: _____

Payment options:

PAYPAL: paypal.me/EverybodyEatsSTLLLC

CASH APP: \$EverybodyEatsSTL

PAYPAL INVOICE: Send email to: EverybodyEatsStl@gmail.com to request invoice.

SIGN EXHIBITOR / VENDOR: _____ Print name: _____ Date: _____

SALES OFFICER: _____ Print name: _____ Date: _____

VENDOR COORDINATOR: _____ Print name: _____ Date: _____

PRESIDENT / EVENT MANAGER: _____ Print name: _____ Date: _____

QUESTIONS?

We know that this is a lot to take in, so please feel to reach out to Aisha James, 314-564-2680, if you have any questions or would like more information and Remember EVERYBODY EATS B!