

# DEAR CRAFT VENDOR:

Thank you for your interest in becoming a CRAFT vendor at the Arnold Days Festival! This 3 day festival brings 13,000-15,000 people to our park. During this event we have activities for the whole family: Car show, Food trucks/ booths, Fishing tournament, live nightly bands, nightly firework show, carnival and much more.

## CRAFT SHOW: ONE DAY // SATURDAY SEPTEMBER 21 FROM 10AM-7PM.

Arnold Days festival hours on Saturday are 10am- 11pm (As you can see this show would be in the middle of our annual festival). We require our CRAFT VENDORS to be open from 10-7pm. You will not be able to pull up your vehicle next to the craft show at any time. Please make sure you bring any dollies or wagons you may need to set up and tear down your set up at 7pm you will not be parking right next to your space.

DATE: SEPTEMBER 21, 2024

LOCATION: ARNOLD CITY PARK

2400 BRADLEY BEACH ROAD ARNOLD MO 63010

TIME: 10AM-7PM

FEE: \$40 PER 10 X 10 AREA

**ALL VENDORS MUST BRING THEIR OWN TENT  
AND MAKE SURE IT IS SECURED PROPERLY.  
WE ARE JUST PROVIDING YOU A 10 X 10 AREA.**

**DEADLINE: APPLICATIONS WILL BE RECEIVED UNTIL AUGUST 31 (NOON)  
FIRST COME FIRST SERVE, SPOTS LIMITED**

Please fill out everything on the application BEFORE you submit it. Please DO NOT send payment with application. ALL Items that are being sold must be handmade, crafts, woodworking, or direct sales. Please be sure to include photos of your setup AND items you will be selling.

**PHOTOS AND APPLICATION SHOULD BE SUBMITTED AT THE SAME TIME.  
BE SURE TO INCLUDE PHOTOS OF YOUR ITEMS YOU WILL BE SELLING AS WELL  
AS A PHOTO OF YOUR SET UP ( TENT MUST BE INCLUDED IN PHOTOS)**

You will receive a phone call with further instructions if your application is accepted!

If you have any questions please let me know.

**CORDIALLY,  
AJSA HUKIC  
ARNOLD DAYS PLANNING COMMITTEE  
636-282-6648  
AHUKIC@ARNOLDMO.ORG**



# ARNOLD DAYS 2024 CRAFT BOOTH APPLICATION

OFFICE USE ONLY

REC'D: \_\_\_\_\_  
PAID: \_\_\_\_\_  
EMAIL SENT: \_\_\_\_\_  
ACCEPTED: \_\_\_\_\_

**SEPTEMBER 21<sup>ST</sup>  
10AM-7PM**

**APPLICATION DEADLINE:  
AUGUST 31 AT NOON**

## 1. APPLICATION FEES (CHECK ALL THAT APPLY)

\$40 (10 X 10 AREA NO TENT— — — WITH ELECTRICITY)

LATE FEE \$15 (IS THIS IS RECEIVED AFTER NOON ON AUGUST 31)

I PLAN TO SET UP ON:  SATURDAY (7AM-9:30AM)

## 2. YOUR INFORMATION

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_ FACEBOOK: \_\_\_\_\_

## 3. TYPE OF PRODUCT (CHECK ALL THAT APPLY)

FINE ART

HOME DECOR

APPAREL

POTTERY

CANDLES

ACCESSORIES

WOOD WORKING

CANVAS ART

CHILDREN'S TOYS

SOAPS

JEWELRY

OTHER: \_\_\_\_\_

LIST OF ITEMS TO BE SOLD: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* ANY ITEMS NOT LISTED ABOVE, ARE SUBJECT TO BE DISMISSED \*\***

SPECIAL SPACE NEEDS: \_\_\_\_\_

\_\_\_\_\_

ADDITIONAL EQUIPMENT THAT IS BEING BROUGHT IN: \_\_\_\_\_

\_\_\_\_\_

ELECTRICITY NEEDS: \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. PLEASE MAKE SURE EVERYTHING IS FULLY FILLED OUT.**

# APPLICATION AGREEMENT AND RULES

IN AN EFFORT TO MAINTAIN BEST BOOTH PRACTICES, THE CITY OF ARNOLD IMPLEMENTS THE FOLLOWING RULES AND REGULATIONS FOR ALL BOOTHS. WE ASK THAT POTENTIAL SUBMITTERS READ AND ADHERE TO THE RULES AS WE WILL NOT ACCEPT BOOTHS THAT DO NOT COMPLY.

OBSERVING THE FOLLOWING POINTS ENSURES YOUR BOOTH IS EXHIBITED IN THE BEST WAY POSSIBLE. WE APPRECIATE YOUR SUPPORT. **EVENT IS RAIN OR SHINE!**

## General

### CRAFT SHOW HOURS: SATURDAY SEPTEMBER 21<sup>TH</sup> 10AM-7PM

- FESTIVAL DATES AND HOURS: FRIDAY SEPTEMBER 20TH: 5PM-1030PM
- SATURDAY SEPTEMBER 21TH: 10:00AM- 1030 PM
- SUNDAY SEPTEMBER 22TH: NOON- 6:00 PM
- **NO SMOKING:** DUE TO LARGE CROWDS AND LIMITED AMOUNT OF SPACE, SMOKING WILL NOT BE PERMITTED. THIS INCLUDES E-CIGARETTES.
- FOR THE SAFETY AND ENJOYMENT OF ALL, THE FOLLOWING ITEMS ARE PROHIBITED: OUTSIDE ALCOHOLIC BEVERAGES, GLASS BOTTLES, PETS, GOLF CARTS, FIREWORKS & GUNS/WEAPONS.

## Application process / fees

- SUBMITTING AN APPLICATION: PLEASE SUBMIT THIS APPLICATION ONCE IT IS FULLY FILLED OUT. DO NOT SEND PAYMENT WITH YOUR APPLICATION. SUBMITTING AN APPLICATION DOES NOT MEAN YOU ARE INSTANTLY ACCEPTED INTO THE EVENT.
- IF YOU HAVE PREVIOUSLY PARTICIPATED IN THIS EVENT AND YOU HAVE EITHER LEFT EARLY OR THERE HAVE BEEN ANY ISSUES WITH YOUR BOOTH, YOU WILL NOT BE ACCEPTED INTO THE EVENT.
- ONLY ONE VENDOR PER ITEM (MEANING ONE PAPA RAZZI VENDOR, ONE WOOD PAINTING VENDOR, ECT.) THIS WILL BE DECIDED ON A FIRST COME FIRST SERVE BASIS.
- ACCEPTANCE: STAFF RESERVES THE RIGHT TO ACCEPT OR DECLINE ANY APPLICATION IF IT DEEMS SUCH ACTION TO BE IN THE BEST INTEREST OF THE CITY OF ARNOLD.
- ONCE YOUR APPLICATION IS ACCEPTED BY A CITY OF ARNOLD EMPLOYEE, YOU WILL RECEIVE AN EMAIL STATING YOU HAVE BEEN ACCEPTED.
- **BOOTH ACCEPTANCE PROCESS: THE ARNOLD DAYS COMMITTEE WILL MEET ON THE SPECIFIC DAYS TO DISCUSS BOOTH APPLICATIONS. AT THAT TIME, BOOTH DECISIONS WILL BE MADE BASED OFF OF THE FOLLOWING CRITERIA:**
  1. NON-PROFITS
  2. DATE WHEN YOUR APPLICATION WAS RECEIVED
  3. BOOTHS THAT HAVE ATTENDED THIS EVENT IN THE PAST
- PAYMENT: THE FULL PAYMENT IS A NON-REFUNDABLE REGISTRATION FEE FOR THE SPACE AND IS DUE AFTER YOU RECEIVE AN EMAIL STATING YOU HAVE BEEN ACCEPTED. NO REFUNDS FOR ANY REASON INCLUDING INCLEMENT WEATHER. FROM THE TIME THE EMAIL IS SENT, YOU HAVE A WEEK TO RESPOND WITH PAYMENT. IF THE CITY OF ARNOLD DOES NOT RECEIVE YOUR PAYMENT, THE SPACE IS GIVEN TO THE NEXT APPLICANT.
- **EXHIBITOR ITEMS: SUBMIT 2-5 PHOTOS OF YOUR CURRENT WORK AND AT LEAST ONE PHOTO OF YOUR DISPLAY. THE ARNOLD RECREATION CENTER STAFF RESERVES THE RIGHT TO HAVE ITEMS REMOVED THAT ARE CONSIDERED NOT APPROPRIATE. PHOTOGRAPHS MUST BE INCLUDED WHEN SUBMITTING APPLICATION** INITIAL: \_\_\_\_\_

## Booth information

- EVERY VENDOR MUST BRING EVERYTHING NEEDED. NO TENT IS PROVIDED. WE WILL PROVIDE ELECTRICITY IF NEEDED.
- **SPACES:** EACH BOOTH SPACE IS 10 X 10. ALL SPACES WILL BE ASSIGNED. IF YOU HAVE SPECIAL SPACE NEEDS, PLEASE INCLUDE YOUR REQUEST WITH YOUR APPLICATION AND WE WILL MAKE EVERY EFFORT TO ACCOMMODATE YOU, NO GUARANTEES. VENDORS MUST ENSURE THAT NONE OF THEIR EQUIPMENT EXTENDS BEYOND THE SPACE THEY HAVE BOOKED.
- **STAFFING: BOOTHS MUST BE MANNED AT ALL TIMES AND INTACT UNTIL THE EVENT CLOSES. THE CITY OF ARNOLD IS NOT RESPONSIBLE FOR ANY ITEMS.**
- EACH VENDOR MUST SUPPLY THEIR TENT THAT IS SECURED DOWN. OWN TABLES, CHAIRS, LIGHTS OR ANY OTHER ITEMS THEY MIGHT NEED. ADDITIONAL FEES MAY BE ADDED THE DAY OF THE EVENT.
- **CANCELLATION OF SPACE:** THERE ARE **NO REFUNDS FOR ANY REASON.** THE CITY OF ARNOLD IS NOT LIABLE IF WEATHER OR OTHER CONDITIONS PREVENT THE EXHIBITOR FROM ATTENDING AND FULFILLING THE CONTRACTUAL OBLIGATION AS AN EXHIBITOR. NO REFUNDS WILL BE MADE FOR WEATHER, ACCIDENT, HEALTH OR ANY OTHER CAUSES/ REASONS FOR NON-PARTICIPATION. INITIAL: \_\_\_\_\_

## Set up and take down

- ALL VENDORS MUST BE SET UP AND READY TO SELL BY THE START TIME OF THE EVENT. VENDORS MAY BEGIN SETTING UP AT: 7 AM ON SATURDAY SEPTEMBER 21
- **NO VENDOR IS TO CLOSE BEFORE THE OFFICIAL CLOSING TIME OF THE EVENT, TAKE DOWN WILL BEGIN RIGHT AFTER THE EVENT IS OVER: SEPTEMBER 21 AT 7PM. DO NOT TAKE YOUR DISPLAY DOWN ANY SOONER.**
- THERE WILL BE NO "DROP OFF" AREA. YOU WILL NOT BE ALLOWED TO STOP TRAFFIC IN ORDER TO UNLOAD OR LOAD UP VEHICLES. YOU MUST BRING YOUR OWN DOLLIES OR WAGONS
- VENDORS ARE RESPONSIBLE FOR THEIR SELLING SPACE, BEFORE LEAVING, BE SURE YOUR AREA IS CLEAN AND TRASH FREE! INITIAL: \_\_\_\_\_

## Parking

- VENDOR PARKING IS LIMITED. TO APPLY FOR VENDOR PARKING YOU WILL NEED TO FILL OUT A SEPARATE REQUEST FORM. (YOU WILL RECEIVE THIS FORM ONCE WE RECEIVE PAYMENT) EACH VENDOR WILL RECEIVE **ONE PARKING PASS.**
- IF APPROVED FOR VENDOR PARKING, YOU WILL NEED TO OBTAIN YOUR PARKING PASS FROM THE ARNOLD RECREATION CENTER BEFORE THE EVENT BEGINS (DATE WILL BE ANNOUNCED).
- PARKING FOR VENDORS WITHOUT A PARKING PASS WILL BE WITH THE GENERAL PUBLIC.
- SEE MAP FOR LAYOUT INITIAL: \_\_\_\_\_

## Waiver of Liability

I, \_\_\_\_\_ (PLEASE PRINT NAME), FOR PARTICIPATION IN CITY OF ARNOLD, ARNOLD DAYS FESTIVAL, HAVE READ ALL THE RULES AND REGULATIONS REGARDING PARTICIPATION IN THE EVENT. I AGREE TO ABIDE BY ALL THE STATED RULES AND REGULATIONS AND UNDERSTAND I CAN BE ORDERED TO LEAVE FOR VIOLATING ANY OF THE STATED RULES OR REGULATIONS. FURTHERMORE MY SIGNATURE ON THIS APPLICATION RELIEVES ALL MEMBERS OF THE CITY OF ARNOLD OF ANY LIABILITY FOR ACCIDENTS OR INJURIES CAUSED BY PARTICIPATION IN THIS EVENT.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## How to submit applications

**APPLICATIONS MUST BE COMPLETED FULLY. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

PLEASE FULLY COMPLETE THIS APPLICATION. IF YOU ARE MAILING IN YOUR ENTRY PLEASE DO NOT INCLUDE YOUR PAYMENT. APPLICATIONS CAN BE SUBMITTED BY **EMAIL:** AHUKIC@ARNOLDMO.ORG **FAX:** 636.282.6681 **ATTENTION:** AJSA HUKIC OR **MAIL:** CITY OF ARNOLD PARKS AND RECREATION DEPARTMENT, 1695 MISSOURI STATE ROAD, ARNOLD, MO 63010 **QUESTIONS:** PLEASE EMAIL AJSA HUKIC: AHUKIC@ARNOLDMO.ORG OR CALL 636.282.6648