



ARNOLD DAYS 2024

INFORMATIONAL BOOTH APPLICATION

OFFICE USE ONLY
REC'D: _____
PAID: _____
EMAIL SENT: _____
ACCEPTED: _____

SEPTEMBER 20TH-22ND

**APPLICATION DEADLINE:
SEPTEMBER 1ST**

1. APPLICATION FEES (CHECK ALL THAT APPLY)

- \$270: ALL WEEKEND SINGLE BUSINESS BOOTH (10 X 10 TENT) WITH ELECTRICITY
- \$540: ALL WEEKEND DOUBLE BUSINESS BOOTH WITH ELECTRICITY
- \$185: ALL WEEKEND SINGLE NON-PROFIT BOOTH (MUST BE 501 C3) WITH ELECTRICITY
- \$ 25: LATE FEE (APPLICATION RECEIVED AFTER NOON ON SEPT. 1ST)

TOTAL DUE WITH APPLICATION: _____

2. YOUR INFORMATION

NON-PROFIT? YES NO

NAME: _____

COMPANY NAME: _____ PHONE NUMBER: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

WEBSITE: _____ FACEBOOK: _____

3. TYPE OF BUSINESS

PLEASE EXPLAIN WHAT KIND OF INFORMATION YOU ARE HANDING OUT AND/OR SELLING? _____

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.

General

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

INITIAL: _____

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 PAPAZZI 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 FOLLOWING 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

- SPACES: EACH BOOTH SPACE IS 10 X 10 (UNLESS PAYING FOR A DOUBLE BOOTH). 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.
- ONE DAY OPTION MAY BE AVAILABLE UPON SPACE AND FESTIVAL NEEDS. IT IS NOT GUARANTEED.
- 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 OWN TABLES, CHAIRS, LIGHTS OR ANY OTHER ITEMS THEY MIGHT NEED. ADDITIONAL FEES MAY BE ADDED THE DAY OF THE EVENT.
- VENDORS ARE REQUIRED TO USE THE TENT PROVIDED FOR THEM.

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:
 - 8 AM ON FRIDAY SEPTEMBER 20
 - 8 AM ON SATURDAY SEPTEMBER 21
 - 10 AM ON SUNDAY SEPTEMBER 22 (KEEP IN MIND THE PARADE IS SUNDAY: BEGINS AT 1 PM)
- NO VENDOR IS TO CLOSE BEFORE THE OFFICIAL CLOSING TIME OF THE EVENT, TAKE DOWN WILL BEGIN RIGHT AFTER THE EVENT IS OVER: SEPTEMBER 22 AT 6 PM. DO NOT TAKE YOUR DISPLAY DOWN ANY SOONER.**
- TO REDUCE CONGESTION IN THE VENDOR AREA, ONCE YOU HAVE UNLOADED YOUR VEHICLE, YOU WILL BE ASKED TO PARK YOUR VEHICLE. DO NOT LEAVE VEHICLES PARKED FOR LONG PERIODS OF TIME ON THE MAIN LOT. VEHICLES MUST BE MOVED ONCE UNLOADED AND NOT LEFT PARKED ON THE EVENT GROUNDS.
- VENDORS ARE RESPONSIBLE FOR THEIR SELLING SPACE, BEFORE LEAVING, BE SURE YOUR AREA IS CLEAN AND TRASH FREE!

INITIAL: _____

Parking

- VENDOR PARKING IS LIMITED. YOU WILL GET 2 PARKING PASSES PER BOOTH. PARKING PASSES MUST BE ATTACHED TO THE LOWER LEFT WINDSHIELD. PARKING PASSES WILL BE RECEIVED THE FRIDAY YOU CHECK IN AT THE PARK. TIME FOR LOT OPENING WILL BE ANNOUNCED BY EMAIL.
- PARKING FOR VENDORS WITHOUT A PARKING PASS WILL HAVE TO PARK WITH THE GENERAL PUBLIC.
- VEHICLES WILL NEED TO BE OFF THE FESTIVAL GROUNDS ONE HOUR BEFORE THE EVENT BEGINS. VEHICLES WILL NOT BE ALLOWED TO RETURN UNTIL AFTER THE EVENT CLOSES. ALL FOOT TRAFFIC HAS DISPERSED AND AUTHORIZATION IS GIVEN BY EVENT STAFF. PLEASE PLAN ACCORDINGLY.

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