



**2018 ROUTE 66 CARS AND GUITARS FESTIVAL
APPLICATION FOR PARTICIPATION
DATE – June 9, 2018**

FESTIVAL INFORMATION AND RULES

1. FESTIVAL DATES AND HOURS: The Route 66 Cars and Guitars Festival will be held during the hours shown below. *Set-up is permitted Saturday beginning at 1:00 p.m., and must be completed by 4:00 pm on Saturday. No vehicles will be allowed in the vendor area after 4 p.m.*

EVENT HOURS: **SATURDAY, JUNE 9 – 5:00 p.m. - 11:00 p.m.**

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. All Vendors must participate throughout the festival. Leaving early will result in vendor being banned from future festivals. Vendors are expected to maintain their booth for the length of the festival. Late arrival and early break down will not be permitted during festival hours. Vendor Coordinators **will communicate with you how and when vehicles are allowed on site.**

3. BOOTH SIZE: 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. Weights or anchors for securing tent on concrete/asphalt are required. 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 walkways, you will be asked to move all items into the designated booth space.** Special Events Sales Tax Reports and sales tax charts will be provided in the **Vendor Packets.**

4. NO SMOKING: Due to the large crowds and limited amount of space, **smoking will not be permitted in the Vendor area.**

5. RESTRICTION 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 festival will not be permitted. This includes items such as rubber band guns, or other projectile firing devices. Any infringement of these rules will result in removal from the festival. The committee reserves the right to restrict the sale of items that in the committee's judgment can unreasonably damage or litter festival area. **The committee also reserves the right to request removal of any entry considered inappropriate.**

6. ENTRY FEE AND ACCEPTANCE: Entry Fee is \$25 per booth space. Prospective vendors should submit only the completed application with no payment. If accepted, vendors will be required to submit their payment within two weeks of notification of acceptance. 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 April 15, 2018**. All applications accepted for the show received by April 15, 2018 will be notified of their acceptance by April 15, 2018. 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 festival, or accepted in the festival after April 30, 2018 will be notified as quickly as possible and will be required to submit payment within two weeks of notification.

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

(Application Below on Page 3)



PLEASE COMPLETE AND RETURN

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

APRIL 15, 2018 - DEADLINE FOR VENDORS TO HAVE THEIR APPLICATION RECEIVED BY DOWNTOWN KIRKWOOD OFFICE

Name _____ E-mail _____

Business Name _____

Address _____ City/State/Zip _____

Phone _____ License Plate # _____

Detailed Description of Items to be sold _____

- _____ I DID NOT participate in Route 66 Festival in 2017 :
- **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 June 9, 2018. Sales Tax # _____

Special Needs/Requests/Electricity _____

Artists & Makers: 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 _____

ENCLOSED:

- ___ Signed and completed Application
___ Copy of Missouri Sales Tax Certificate
___ Photo, brochure **or link to website** of my work
___ Stamped self-addressed #10 envelope **OR**
___ Receive acceptance letter by e-mail (please fill out e-mail address above)

MAIL TO: DOWNTOWN KIRKWOOD
130 EAST JEFFERSON AVE
KIRKWOOD, MO 63122
Attention: Route 66 Festival