

**2021 GREENTREE FESTIVAL  
FOOD, GAME, INFORMATION BOOTH APPLICATION**

**Check One:**

Returning \_\_\_\_\_  
(If known, booth # \_\_\_\_\_)  
New \_\_\_\_\_

**PLEASE TYPE OR PRINT:**

(office use only) 2019 Booth Assigned \_\_\_\_\_

Applicant Name \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Organization/Company \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_

Zip \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Non-Profit to be benefited (**required**) \_\_\_\_\_ Non-Profit Contact \_\_\_\_\_

Non-Profit Contact email \_\_\_\_\_ Contact telephone \_\_\_\_\_

If applicant and non-profit are not the same, state percentage of gross sales (minimum 20%) to be donated \_\_\_\_\_

**If applicant is not a member of the named non-profit organization, attach documentation (on non-profit organization letterhead) acknowledging participation and level of donation being made, AND attach 501(c) certification from the chosen non-profit organization.**

**Specify type of booth** (food, game, or info.) and provide details for what is being sold or done in the booth:

**Booth Fees (note number of booth spaces required for each type\*):**

\_\_\_\_\_ Food Booth \$130 (limit 2 per organization)

\_\_\_\_\_ Game Booth \$55

\_\_\_\_\_ \*Food Booth with electric \$155 (limit 2 per organization)

\_\_\_\_\_ Fund Raising/Info \$80

\_\_\_\_\_ Additional Parking Permits \$25 (limit 2 per organization—limited number of permits available)

**Total Fee Submitted** \_\_\_\_\_

**TRAILERS, VANS & CONCESSION TRUCKS** are not recommended and may not fit in a typical booth space. If you will be using a trailer, van, or concession truck, please specify the size, bumper to tongue or: LENGTH \_\_\_\_\_ by WIDTH \_\_\_\_\_  
(NOTE: *If any one dimension is in excess of 10', including the anticipated serving area, then two booths will be required. Any trailer, van, or concession truck in excess of twenty feet will not be permitted.*)

\*Electric service is limited. Food booths that require a St. Louis County Health Department permit in order to serve food will have priority for access to electric. **St. Louis County requires mechanical refrigeration (not coolers with ice) for potentially hazardous food items! Please plan accordingly!** One 20-amp circuit with one plug-in point is guaranteed per booth. Note that 220-volt service is not available.

**Will booth be open Friday evening? (please check one)** \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

***Signature verifies that the applicant has read and agrees to abide by the festival rules and regulations.***

Completed application must be returned by mail and **MUST BE ACCOMPANIED BY A CHECK FOR BOOTH FEE & DOCUMENTATION FROM NON-PROFIT ORGANIZATION WHERE APPROPRIATE. IF ALL OF THE ABOVE ITEMS ARE NOT ENCLOSED, OR APPLICATION IS NOT FULLY COMPLETED, YOUR APPLICATION WILL NOT BE ACCEPTED.**

Make checks payable to "City of Kirkwood"

Mail application to:

**Greentree Food/Game/Info Booths, 111 S. Geyer Road, Kirkwood, MO 63122**

-----**OFFICE USE ONLY**-----

Date Received: \_\_\_\_\_ Priority \_\_\_\_\_ Payment Amount/Type \_\_\_\_\_

### **BOOTH ALLOCATION PRIORITIES**

Booth applications received by the June 15 deadline will be allocated according to the following priorities:

- Priority 1** Applications received by June 15, 2021, representing Kirkwood-based (includes R-7 School district) nonprofits receiving 100% of proceeds will be assigned spaces beginning June 20.
- Priority 2** Applications received by June 15, 2021, representing Kirkwood-based (includes R-7 School district) nonprofits receiving 20% of proceeds will be assigned spaces beginning June 20.
- Priority 3** Applications received by June 15, 2021, representing nonprofits not based in Kirkwood but receiving 100% of proceeds will be assigned spaces as available after July 1.
- Priority 4** Applications received by June 15, 2021, representing nonprofits not based in Kirkwood that will receive a minimum of 20% of gross sales will be allocated spaces as available after July 1.
- Priority 5** Applications received after June 15, 2021, assigned on a space available basis.

### **2021 GREENTREE FESTIVAL**

**SEPTEMBER 17, 18, & 19**

### **FOOD, GAME, INFORMATION BOOTH RULES AND REGULATIONS**

The mission of the Greentree Festival is to provide an annual event for Kirkwood area residents that enhances community spirit and showcases the volunteer involvement of the residents and their nonprofit organizations. It is not appropriate to use the Greentree Festival as a means to graphically depict controversial issues. The Greentree Committee reserves the right to review all displays in the booths and have any items on display removed that it deems inappropriate or inconsistent with the goals and intent of the Greentree Festival. The committee also reserves the right to restrict any activity in any booth deemed to be detrimental to the overall conduct of the festival and the food/game/information booth area.

1. All booths must support area non-profit organizations. Kirkwood-based nonprofit organizations have priority should booth space become limited. All booths must clearly display the name of the non-profit organization that is benefiting from the booth's activities. **The display of the nonprofit name must be greater in size than any display of a corporate business name or logo.**
2. If applicant is not a representative of the named non-profit organization, **attach documentation (on non-profit organization letterhead) acknowledging participation and level of donation to be made, AND attach 501(c) certification from non-profit organization.** The Committee must receive documentation from the non-profit organization acknowledging participation at the time of application (see application for details). Specific information on booth activities, including items for sale, must be noted on the application. **Incomplete applications will not be processed and will be returned.** At the conclusion of the festival, all non-profit organizations will be contacted to determine if proper donations have been made. Failure to supply such information when requested by the festival committee will be grounds for disqualification for future participation in the festival.
3. Booths electing to be open during Friday night activities should be completely set up and open for business by 5:00 pm on Friday and remain open until 10 pm. Booths should be open on Saturday by 9:00 a.m. and remain open through 7:00 p.m. On Sunday, booths should be open by 10:00 a.m. and remain open until 5:00 p.m. on Sunday. **All booths should close promptly at the end of festival hours.**

4. Booth setup can begin anytime after 8:00 a.m. on the Thursday before the festival, and continue until 9:00 p.m., and after 8:00 a.m. on Friday. Please note that access to the main walkway by motor vehicle will not be allowed after 3:00 p.m. Friday afternoon through 6:00 p.m. Sunday night. This means that during breakdown of booths at the festival's end, no vehicles will be allowed on the main sidewalks or south of the main sidewalks until 6:00 p.m. Please see your parking permit for other parking restrictions.
5. Booth spaces are guaranteed to be a minimum of 10' feet wide and 10' deep. Boundaries will be indicated for the front and sides of the booth. Do not exceed booth boundaries. **TRAILERS, VANS & CONCESSION or FOOD TRUCKS** are not recommended and may not fit in a typical booth space. This is a particular concern if you serve from the side of the vehicle and the vehicle is longer than wider.
6. Applicant must provide THEIR own extension cord, tables, chairs, booth structures, etc. The Festival Committee will not provide these items.
7. A St. Louis County Temporary Event Permit will be required for all booths serving food of any sort. It is the responsibility of the booth operator to secure such a permit. The Greentree Festival is not responsible for a booth operator's failure to obtain a proper permit. **Please note: St. Louis County Health Department is requiring mechanical refrigeration for potentially hazardous foods.** Further information on St. Louis County Health Department requirements can be obtained by contacting the Health Department's South County office, 314-615-4027, or on the County Health Department Website:  
<https://www.stlouisco.com/Portals/8/docs/Health/Food%20Center/Temporary%20Food%20Establishment%20Application.pdf>
8. The Kirkwood Fire Marshall will inspect all booths for compliance with applicable codes and regulations. **All cooking appliances must be in good working order, with all safety and enclosure items installed as manufactured.**
  - a. Temporary Tent/Membrane Structure Requirements:
    - i. All tents or membrane structures must have a minimum 2A-10B:C portable fire extinguisher.
    - ii. Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, parked vehicles or internal combustion engines.
    - iii. Smoking is prohibited in tents or membrane structures. "No Smoking" signs shall be conspicuously posted.
  - b. Tents or membrane structures where cooking takes place:
    - i. Tents or membrane structures used for the purpose of cooking must possess a certificate or label certifying that the tent and all their appurtenances meet the NFPA 701 criteria for flame propagation performance treatment.
    - ii. Open or exposed flame cooking devices are prohibited in or within 20 feet tents or membrane structures unless specifically approved by the fire code official.
    - iii. LP gas cooking appliances (without an exposed flame) must be clean and in good repair with all shielding and cabinetry in place. Cooking devices may be no closer than 3 feet to any part of the tent or membrane structure.
  - iv. **A minimum 1.5 gallon Class K extinguisher must be available at each tent or membrane structure with a cooking appliance. This is in addition to the 2A-10B:C extinguisher required for all tents or membrane structures. The extinguisher must**

**be tagged with the inspection date and inspecting company. Any extinguisher not tagged will not be allowed.**

- v. Vehicles, generators or any internal combustion motor must be a minimum of 20 feet from all tents, membrane structures and cooking operations.
  - vi. A clear and unobstructed exit path (24 inches minimum) must be maintained from all areas of the tent or membrane structure to the public way.
  - vii. Any enclosed truck or trailer used for cooking must have a current St. Louis City annual fire safety inspection sticker.
  - viii. Smoking is prohibited in tents or membrane structures. "No Smoking" signs shall be conspicuously posted.
9. Applicant will be responsible to pay the City of Kirkwood for any special services and will be responsible for returning assigned areas to original condition. No ashes or cooking oils are to be dumped on the ground or in trashcans. Designated ash pits and oil refuse containers will be provided.
10. Due to limited parking, passes will be distributed two per booth space. We will be offering a shuttle service from Meramec Community College beginning at 10:00 a.m. through the end of festival hours on Saturday and Sunday that can be utilized by additional booth workers.
11. Those holding parking permits for Food /Information Booths #1-108 will have access to parking on the grass lot #3 north of the main sidewalk. Please enter this parking area via the paved parking lot between the tennis courts. Game Booths A-O should enter via Playground Drive and circle to the west on Amphitheater Drive to unload and park at the parking lot next to the water tower.
12. The distribution of any live animals as prizes at game booths is prohibited. This prohibition does not apply to adopt-a-pet booths. No personal pets are allowed on festival grounds. **All live animals in adopt-a-pet booths must be in cages or pens at all times except when being moved for transport or calls of nature.**
13. Solicitation and distribution of items or placement of signs *outside* of the booth space is strictly prohibited. You may not impede the flow of pedestrian traffic on walkways in any way. Booth workers should remain within the confines of their booth space while engaging in booth activities.
14. Each booth that has applied for electric service will be limited to an individual plug, serviced by a single twenty (20) amp breaker. Please plan your electrical use accordingly. Booths that have not reserved or paid for electrical services will not have access to such services. No fans, sound systems, generators, or loud hailer will be allowed.
15. The Greentree Festival is committed to reducing the impact of the festival on the environment. **This year the festival will be employing single stream recycling. To facilitate this process, the use of non-recyclable serving materials will be prohibited. No #6 coded products (Styrofoam).**
16. The City reserves the right to reject any application and to relocate or reject any booth due to size limitations or other factors that would prove detrimental to the Festival.
17. Applicant acknowledges that the City shall not be liable to anyone whomsoever for failure to provide space or service regardless of the reason for such failure.

**Confirmations for those applicants accepted into the festival will be issued beginning July 15, 2021 via e-mail. All vendors will be required to pick up their parking passes prior to the festival.**

**Booth assignments will be made by August 1, 2021.**

**Health department permit applications are due ten days before the event. Any applications received less than ten days before the event will be rejected and the vendor will not be allowed to operate at the event.**

**I have read and understand all of the rules and regulations for Greentree Food, Game and Information Booths.**

**Applicants Signature**

**Date**

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