



# Ferguson Fourth of July Festival Vendor Application

On behalf of the Ferguson 4<sup>th</sup> of July Committee, we are accepting booth applications for food, games, holiday items, and crafts from both not-for-profit organizations and for-profit businesses. The following rules and guidelines apply:

1. All vendors must be from the Ferguson area.
2. There will be no duplication of food products.
3. There will be a total of 20 Vendors allowed at the 2019 festival. There will be a total of 10 vendors for food and 10 vendors listed in the miscellaneous category.  
**Food Vendors:** Ferguson Non Profits will be chosen first. If there are not 10 nonprofit vendors then the grounds committee will select Ferguson area vendors to fill the missing food vendor slots.  
**Miscellaneous Vendors:** These vendors will be decided based upon a first come first serve basis, but must be from the Ferguson area.
4. The products and prizes must be listed on your application for review and approval by the Committee before your booth is awarded.
5. A Grounds Fee permit and refundable deposit will be charged to all vendors. Booth frontage is 10' x 10'. Motorized vehicles will not be allowed to park behind any booth.
6. The festival will provide the 10' X 10' tent and the electrical hook-up. Vendors are required to bring all other items they may need, including, tables, extension cords, signs, and a trash can.
7. **Time commitment:**  
**Food Vendors:** These vendors are required to be open starting at 12:00p.m and staying open until at least 7:00p.m. Any food vendor that leaves before 7:00p.m will forfeit their deposit.  
**Miscellaneous Vendors:** These vendors are required to be open 12:00p.m-5:00p.m. Any miscellaneous vendor that leaves before 5:00p.m will forfeit their deposit.
8. A current 1 million dollar **Certificate of Insurance** is required for all vendors naming the City of Ferguson as an additional insured. A copy of the certificate of Insurance is required before set-up.
9. **Miscellaneous Vendors** will **NOT** have access to electric
10. It is the responsibility of the vendor to follow all St. Louis County Health Department rules and regulations. Each vendor **MUST** purchase a special event health permit directly from St. Louis County. The County inspectors will be present during the festival on July 4<sup>th</sup> to make sure all vendors have purchased a health permit and that the vendors are properly following County Health department rules and regulations.

This applies to all food vendors. Applications are available on line through the St. Louis County Health Department Website [www.stlouisco.com](http://www.stlouisco.com) or by visiting the County Office in the government center at Village Square. Vendors who do not comply with County Health Regulations will be closed down by St. Louis County Health and not able to operate. Any fees paid to the city will not be refunded..

**BOOTH MEETING**  
**SATURDAY, JUNE 22, 2019 @ 11:00 AM**

LOCATED AT THE FERGUSON COMMUNITY CENTER  
1050 SMITH AVE  
FERGUSON, MO 63135

\*\*All participating vendors are required to have a representative present. If a representative is not present your organization will forfeit their vendor booth.

The Ferguson Police Department **will** enforce this policy. Vehicles may drop off supplies and begin setting up their booth between 8:00a.m-10:00a.m. on July 4, 2019. There will be no drop off or set up available the day prior to the festival. All vendors are required to be set up by 10:00a.m on July 4, 2019. **No vehicles may enter the grounds until after the Fireworks are completed to remove equipment.**

Attached to this letter are instructions and information needed to prepare your application for a booth; a listing of food items by classification; specifications for booth appearance and a list of fees, and a Registration Agreement form.

Further details will be sent after your registration has been received. If you have any questions, please call Katelyn at the Ferguson Recreation Office, 314.521-4661.

### **2019 FERGUSON 4TH OF JULY FESTIVAL**

Each booth operator must display a banner or sign, of not more than 18" in height, with their organization's name and sponsoring institution. A menu card listing item(s) and prices should be posted on the front face of the booth. Food booths must have a serving table with a counter appearance. A tent or canopy cover is required. Appropriate storage and handling of menu items is also required. If you are planning on setting up your own booth or tent further clarification with the Grounds Committee will be needed and you must contact Katelyn, 314-521-4661.

### **RESERVATION EXPENSES**

#### **GROUND'S FEE: \$50.00    DEPOSIT: \$100**

**Grounds Fee:** This provides a 10' X 10' space for a booth on the Festival grounds in January Wabash Park, plus Electric **for one cord only (you must bring your own extension cord)** and a tent. Your booth location will be assigned during the last week of June.

**Deposit:** This deposit is refundable as long as you complete the checkout list and have a grounds committee member sign off.

#### **DEADLINE: 5:00 p.m. May 18, 2019.**

Completed registration agreements must be returned to the grounds committee by the time indicated above. Payment is not required until the vendor is accepted. Once the vendor is accepted the organization has until **June 7<sup>th</sup>** to provide payment.

**NOTE:** The Ferguson 4th of July Festival Committee reserves the right to determine which groups are eligible to reserve a ground space and/or a booth. In order to prevent duplications, food vendors requesting space and/or booths are asked to list two choices from the items shown under CLASS I or CLASS II on page 3.

#### **NO food or drink is to be given away.**

Due to electric overload problems, booths will be allowed only 2 plugs. Vendors can use one plug for lights and are allowed only one plug for an appliance. **No plug bars are allowed.** If additional cords are needed, please put your usage needs on the application and the Fourth of July Committee will try and supply extra power. Booth fee may be raised if extra power is needed. Crock pots, Electric Grills, Electric Fryers etc. draw much more electric which has caused power overloads in past.

**ALL FOOD BOOTH ELECTRIC HOOK-UPS WILL BE INSPECTED BY THE COMMITTEE.**

## FOOD SALES AND DISTRIBUTION

**CLASS I ITEMS:** There will be one booth only selling any one of these items:

BBQ Ribs	Hot Dogs
Bratwurst	Italian Sausage
Corn on the Cob	Pizza
Fish & Hush Puppies	Pork Steaks
Ham and/or Cheese	Roast Beef
Hamburgers	Submarines
Hot Chicken Sandwiches	

It is intended that the above items should be served as sandwiches or on a plate. Other items on approval may be baked beans, french fries, pasta, potato chips, potato salad, or slaw. Coffee may be served with any item.

**CLASS II ITEMS:** One booth only will sell any Class II items except as noted:

Cake	Bottled Water – by anyone
Chocolate Bananas	Coffee - by anyone
Cookies	Iced Tea – by anyone
Cotton Candy	Lemonade – by anyone
Funnel Cakes	Punch – by anyone
Ice Cream	Snow Cones
Nachos & Cheese	Soda – by anyone
Peanuts	
Pickles	
Pies	
Popcorn	
Pretzels	
Watermelon	
Yogurt	

One item from this group may be sold with any of the Class I items. Any organization not selling Class I items, may select and sell two items from Class II. Due to health regulations no home baked items will be allowed. No food items or drink may be given away as prizes. **2019 SODA VARIETY ARE UNRESTRICTED. ANY BOOTH MAY SELL ANY VARIETY.**

Date Rec'd	<b>2019 FERGUSON 4TH OF JULY FESTIVAL</b>	Booth No.
<b>FOOD VENDOR APPLICATION</b>		

NAME OF GROUP \_\_\_\_\_

SPONSORING ORGANIZATION \_\_\_\_\_

CONTACT \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE (H) \_\_\_\_\_  
(W) \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

**CHARGES:** Required (REQ.) \$50.00 Deposit (REQ.) \$100.00

**CHECK SELECTION:** Food \_\_\_\_ Drink \_\_\_\_ Game \_\_\_\_ Other \_\_\_\_  
1st choice \_\_\_\_\_  
2nd choice \_\_\_\_\_

Equipment to be used

\_\_\_\_\_

Wattage required \_\_\_\_\_

PAYMENT DUE IN FULL ONCE ACCEPTED AS A VENDOR;  
**WE ACCEPT ALL FORMS OF PAYMENT**  
**WE RECOMMEND PAYING YOUR DEPOSIT WITH A  
CARD TO MAKE THE REFUND PROCES FASTER.**  
MAKE CHECK PAYABLE TO: **CITY OF FERGUSON**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATIONS AND PAYMENT MUST BE SUBMITTED IN PERSON AT:

**FERGUSON PARKS AND RECREATION DEPARTMENT  
1050 SMITH ROAD  
FERGUSON, MISSOURI 63135**

It is the responsibility of each vendor to follow all St. Louis County Health Department rules and regulations. Each vendor **MUST** purchase a special event health permit directly from St. Louis County. The County inspectors will be present during the festival on July 4<sup>th</sup> to make sure all vendors have purchased a health permit and that the vendors are properly following County Health department rules and regulations.

This applies to all food vendors. Applications are available on line through the St. Louis County Health Department Website [www.stlouisco.com](http://www.stlouisco.com) or by visiting the County Office in the government center at Village Square. Vendors who do not comply with County Health regulations will be closed down by St. Louis County Health and not able to operate. The Fourth of July Booth Fee will **NOT** be refunded.

2019 FERGUSON 4TH OF JULY FESTIVAL

Date Rec'd

Booth No.

**MISCELLANEOUS VENDOR APPLICATION**

NAME OF GROUP \_\_\_\_\_

SPONSORING ORGANIZATION \_\_\_\_\_

CONTACT \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE <sup>(H)</sup> \_\_\_\_\_  
<sub>(W)</sub> \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

**CHARGES:** Required (REQ.) \$50.00 Deposit (REQ.) \$100.00

Are you a Ferguson Resident? \_\_\_\_\_

Please describe in detail what you will be selling

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAYMENT DUE IN FULL ONCE ACCEPTED AS A VENDOR;  
**WE ACCEPT ALL FORMS OF PAYMENT**  
**WE RECOMMEND PAYING YOUR DEPOSIT WITH A**  
**CARD TO MAKE THE REFUND PROCES FASTER.**  
MAKE CHECK PAYABLE TO: **CITY OF FERGUSON**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

APPLICATIONS AND PAYMENT MUST BE SUBMITTED IN PERSON AT:

FERGUSON PARKS AND RECREATION DEPARTMENT  
1050 SMITH ROAD  
FERGUSON, MISSOURI 63135

It is the responsibility of each vendor to follow all St. Louis County Health Department rules and regulations. Each vendor **MUST** purchase a special event health permit directly from St. Louis County. The County inspectors will be present during the festival on July 4<sup>th</sup> to make sure all vendors have purchased a health permit and that the vendors are properly following County Health department rules and regulations.

This applies to all food vendors. Applications are available on line through the St. Louis County Health Department Website [www.stlouisco.com](http://www.stlouisco.com) or by visiting the County Office in the government center at Village Square. Vendors who do not comply with County Health regulations will be closed down by St. Louis County Health and not able to operate. The Fourth of July Booth Fee will **NOT** be refunded.