

RETURN THIS COPY

**2009 ST. LOUIS AFRICAN ARTS FESTIVAL
BOOTH APPLICATION-AGREEMENT FORM
(Please Type or Print in Black Ink)**

BUSINESS NAME: _____

MAILING ADDRESS: _____ CONTACT: _____

CITY/STATE/ZIP: _____ E-MAIL: _____

DAYTIME PHONE: () _____ BUSINESS/CELL PHONE: () _____

VENDOR INFORMATION

EVENT DATES: Saturday, May 23, 2009 10:00 a.m. -8:00 p.m.
Sunday, May 24, 2009 11:00 a.m. -8:00 p.m.
Monday, May 25, 2009 10:00 a.m. -6:00 p.m.

(Vendors are expected to be at their booths no later than 9:30 a.m. on Saturday & Monday mornings, and by 10:30 a.m. on Sunday morning. **All transactions must be concluded by the daily closing times listed above! No Exceptions!**)

SET-UP DAY: Friday, May 22, 2009 10:00 a.m. - 5:00 p.m.
(Marketplace closes promptly at 5:30 p.m.)

LOCATION: World's Fair Pavilion in Forest Park, City of St. Louis
(A map of Forest Park is enclosed)

FEES: \$425 if paid in full by **Early Bird Deadline (April 3, 2009)**
\$475 after April 3, 2009

SUBMIT YOUR APPLICATION EARLY FOR A DISCOUNTED RATE AND EXTRA BENEFITS. TO RECEIVE A BOOTH ASSIGNMENT, BOOTH FEES MUST BE PAID IN FULL!! NO EXCEPTIONS!!

NOTE:

- Booths will be decorated with African print fabric. We strongly recommend that you bring tarp or heavy-duty covering for overnight protection from inclement weather.
- Food Vendors and vendors assigned space outside of the Pavilion MUST bring their own tents, in good condition and no larger than 10x10.
- **Booths are assigned on a first-come, first-served basis. Every attempt will be made to accommodate your selected space. Layout configuration is subject to change.**

Please provide the following information:

Number of booths you would wish to reserve _____ Booth # Preference (i.e. #4, #8 etc.) _____

Will you provide your own tent? _____ Yes _____ No. If yes, please provide tent size _____

Please briefly describe your merchandise _____

i.e. Crafts, Framed Art, Cloth/Textile, Jewelry, etc.)

What country or culture does your merchandise represent? _____

Your Signature and initials are required on the back of this application in order for the application to be processed.

**2009 ST. LOUIS AFRICAN ARTS FESTIVAL
BOOTH APPLICATION-AGREEMENT FORM
(Please Type or Print in Black Ink)**

BUSINESS NAME: _____

MAILING ADDRESS: _____ CONTACT: _____

CITY/STATE/ZIP: _____ E-MAIL: _____

DAYTIME PHONE: () _____ BUSINESS/CELL PHONE: () _____

VENDOR INFORMATION

EVENT DATES: Saturday, May 23, 2009 10:00 a.m. -8:00 p.m.
Sunday, May 24, 2009 11:00 a.m. -8:00 p.m.
Monday, May 25, 2009 10:00 a.m. -6:00 p.m.

(Vendors are expected to be at their booths no later than 9:30 a.m. on Saturday & Monday mornings, and by 10:30 a.m. on Sunday morning. **All transactions must be concluded by the daily closing times listed above! No Exceptions!**)

SET-UP DAY: Friday, May 22, 2009 10:00 a.m. - 5:00 p.m.
(Marketplace closes promptly at 5:30 p.m.)

LOCATION: World's Fair Pavilion in Forest Park, City of St. Louis
(A map of Forest Park is enclosed)

FEES: **\$425** if paid in full by **Early Bird Deadline (April 3, 2009)**
\$475 after April 3, 2009

SUBMIT YOUR APPLICATION EARLY FOR A DISCOUNTED RATE AND EXTRA BENEFITS. TO RECEIVE A BOOTH ASSIGNMENT, BOOTH FEES MUST BE PAID IN FULL!! NO EXCEPTIONS!!

NOTE:

- Booths will be decorated with African print fabric. We strongly recommend that you bring tarp or heavy-duty covering for overnight protection from inclement weather.
- Food Vendors and vendors assigned space outside of the Pavilion **MUST** bring their own tents, in good condition and no larger than 10x10.
- **Booths are assigned on a first-come, first-served basis. Every attempt will be made to accommodate your selected space. Layout configuration is subject to change.**

Please provide the following information:

Number of booths you would wish to reserve _____ Booth # Preference (i.e. #4, #8 etc.) _____

Will you provide your own tent? _____ Yes _____ No. If yes, please provide tent size _____

Please briefly describe your merchandise _____

I.e. Crafts, Framed Art, Cloth/Textile, Jewelry, etc.)

What country or culture does your merchandise represent? _____

Your Signature and initials are required on the back of this application in order for the application to be processed.

NOTICE

**Water and ice will be sold exclusively by the St. Louis African Arts Festival.
Sale of these items by vendors is prohibited.
Beer or alcoholic beverages for sale or consumption are strictly prohibited.**

Please acknowledge understanding and agreement by initialing each of the following statements:

In keeping with the spirit of the festival, the St. Louis African Arts Festival Committee retains the right to approve all merchandise to be displayed and/or sold at the marketplace *as well as the right to approve booth space. In the event that your application is denied, the African Arts Festival Committee will promptly refund your deposit.*_____

***It is understood and agreed upon by anyone* submitting an application that the African Heritage Association or anyone associated with the 2009 St. Louis African Arts Festival shall not be liable for any physical or property damage or loss during the leasing of booth space.**_____

Vendor recognizes and agrees that he/she is operating as an independent contractor._____

As an independent contractor, Vendor agrees to take full responsibility for merchandise sold during the Festival. Vendors are also responsible for any municipal fees, permits, or taxes that might be owed for merchandise sold. Further, Vendor agrees to hold harmless and indemnify the African Heritage Association, the St. Louis African Arts Festival Committee, Washington University, the City of St. Louis, and all other co-sponsoring organizations for any claims and/or damages that may arise as a result of Vendor's participation in the Festival._____

Authorized Vendor Signature_____Date_____

Required

Please remember to initial and sign your application. Unsigned applications will be considered incomplete and will be returned for signature. This will delay processing and may jeopardize your booth assignment.

DO NOT WRITE BELOW THIS LINE

Amount Received \$_____ Booth(s) Assignment _____ Balance Due \$_____

Approved By_____

Authorized AAF Representative

Return your application to:

St. Louis African Arts Festival
Campus Box 1051
#1 Brookings Drive
St. Louis, MO 63130-4899

Frequently Asked Questions

General Information

Q: What are the dates of the eighteenth annual St. Louis African Arts Festival?

A: May 22 – 25, 2009

Q: What is the location?

A: The World's Fair Pavilion in Forest Park, St. Louis, Missouri

Booth Information

Q: What are the advantages of Early Bird Registration?

A:

- You receive the discounted rate of \$425
- Your products will be promoted during the festival through periodic announcements from the Main Stage.

Q: Is it possible to secure the Early Bird rate with a deposit?

A: Yes, but the fee must be paid in full by the April 3, 2009 deadline.

Q: How are booths assigned?

A: Booths are assigned on a first come, first served basis.

Q: Is it possible to request a particular booth space?

A: Yes. We will make every effort to accommodate booth requests.

Q: What are the booth dimensions?

A: Each vendor will be provided booth space that will accommodate a 10X10 tent.

Q: Is it possible to secure a larger booth space?

A: Booth spaces larger than 10X10 are available. Additional space must be arranged in advance by contacting us at (314) 935-5645 or info@stlafricanartsfest.org.

Q: Will vendors be allowed to set up larger booths if they did not make arrangements prior to the festival.

A: Only if space is available and the appropriate fees are paid on the day of set up.

Q: How many ID badges will each vendor receive?

A: Each vendor will receive two ID badges. Larger booths will receive ID badges based on the booth size.

Q: Is it necessary to break booths down at the end of each day?

A: No. Security is provided from the day of set-up through the end of the festival.

Q: When may vendors begin setting up for the 2009 festival?

A: Set-up will begin, Friday, May 22, 2009 at 10:00am.

Parking Information

Q: Will vendors have designated parking at the Pavilion?

A: There will be designated parking for vendors. However, the spaces will be available on a first come, first served basis.

Miscellaneous

Q: Will there be designated toilet facilities for vendors?

A: Yes. Vendors will have access to toilet facilities by showing their vendor badges.