



## UNITY THROUGH DANCE COMMON SOUND FESTIVAL

Saturday, Oct 5<sup>th</sup> 1-6pm, Marquette Park

Retail/Organization - NO ALCOHOL

Vendor Registration Form

**Deadline: Sept 14<sup>th</sup>, 2019 @ 5:00pm**

**\*\* The submission of this form does not guarantee its acceptance\*\***

### PAYMENT METHOD

Check or Money Order (NO CASH): *Made payable to:*

**Dutchtown South Community Corporation**

**4204 Virginia Ave. St. Louis, MO 63111**

***Please deliver form with payment***

Amount Enclosed: \_\_\_\_\_

Check #: \_\_\_\_\_

**We request that vending booths do not leave prior to 5:00 pm.**

Booths may choose to close at 5:30 pm. Please follow instructions given by staff to safely exit the footprint. No motor vehicles allowed on the footprint until after 6:30 pm. Hand trucks or dollies may be used to transport belongings. Guest safety is our main priority.

**EVENT STARTS AT 1:00PM & ENDS AT 6:00PM.**

**NO MOTORIZED VEHICLES ON THE FOOTPRINT PAST NOON.**

**COMMON SOUND FESTIVAL IS A RAIN OR SHINE EVENT.**

**VENDOR FEES ARE NON-REFUNDABLE** Booth fee payment is due at time of application. If we do not receive your payment by the deadline, you are not registered to participate in the Common Sound Festival.

**Vendors in need of multiple booths must register and pay for each additional 10x10 space.** Please indicate on the registration form the number of spaces needed

***Applications & fees must be submitted no later than 9/14/19 5:00 pm***



### **Load in**

Set up begins at 9:00 AM on Saturday. All vendor vehicles MUST be off Compton no later than Noon, 12:00 PM.

### **Loadout**

Retail vendors may choose to break down at 5:30 pm. Please follow instructions given regarding exiting the footprint. No motor vehicles are allowed on the footprint until 6:30 pm.

**Costs** - \$40 (\$25 before 9/14/2019)

### **Parking**

There is no specific vendor parking, but there will be street parking. Vendors should have access to closer parking due to the early time arrival.

### **Electricity**

Common Sound Festival WILL NOT PROVIDE power, extension cords or surge protectors. Do not use power strips to add to your outlets. Doing so may knock out all power on your circuit, inconveniencing other vendors.

### **Lighting**

Bring your own, lamps, string lights, spotlights, etc. Lighting will NOT be provided.

### **Waste**

Each booth is responsible for providing its own trash can. Large receptacles are provided on the street, please empty your booth trash in these containers. Remove all trash from your booth when you leave. Failure to dispose of trash will result in disqualification for vending at Common Sound Festival for one year.

### **Tents**

Common Sound Festival will not provide tables or chairs. All spaces are required to have a tent to vend. You may request to bring additional tents. DSCC can provide a tent upon request.

All booth signage must be professionally produced. When decorating your booth, keep in mind that we are looking for a clean and professional look.

Do not affix signs or other materials to existing light poles, signposts, telephone posts or other areas outside your booth.

You must provide your own table, chairs, table skirt or covering, as well as any additional items needed to vend your goods.

Do not hang sponsor banners or signage not pertaining to your business name and product prices.

Individual vendor music is not allowed as it interferes with Common Sound activities.

### **Event Layout**

All approved vendors will receive an event map. Note your assigned number on the Festival map. We have given each tent a 10x10 space unless otherwise specified. Additional space provided between tents for "breathing" room.