



**EUREKA DAYS 2016**  
**VENDOR INFORMATION AND REGISTRATION**  
**FRIDAY, SEPTEMBER 9, 2016, 5:00 P.M. - 11:00 P.M.**  
**SATURDAY, SEPTEMBER 10, 2016, 11:00 A.M. - 11:00 P.M.**  
**NO RAIN DATE**

**Rules and Regulations**

**Please keep this page for your records.**

**In an effort to maintain best booth practices, Eureka Parks and Recreation Department implements the following rules and regulations for all juried booths. We ask that potential submitters read and adhere to the rules as we will not accept booths that do not comply. Observing the following points ensures your booth is exhibited in the best way possible. We appreciate your support.**

**Application Process/Fees**

- 1.** Any business/organization with a current Eureka business license or returning 2015 vendors are now eligible to apply for a booth. Beginning May 2, 2016, all additional vendor space will become available to the general public.
- 2.** You must submit an application for each booth you plan to operate. Payment in full (booth fee and deposit) is required when you submit your booth application. Booth spaces will not be held without payment. Applications will be accepted until August 5, 2016 or until booth spaces are full. **After August 5th, all applications will be taken on a case by case basis and will be charged a \$50.00 late application fee.** Checks should be made payable to "CITY OF EUREKA" and mailed to Eureka Days, 1 Coffey Park Lane, Eureka, MO 63025. **You will receive an email confirmation when payment and application are received by the City of Eureka. If you do not receive an email within two weeks after you submit your application, please contact us at [deastham@eureka.mo.us](mailto:deastham@eureka.mo.us) or 636-938-6775.**
- 3.** All vendors (except for Eureka Civic and Fraternal Organizations) are required to submit a \$100.00 deposit along with their application and booth fee. This deposit will be cashed and held to ensure that vendors comply with all Eureka Days rules and regulations. Failure to comply will result in the loss of the \$100.00 deposit. Deposits will be returned in the form of a check no later than four (4) weeks following the event. Vendors are required to occupy their booth for the duration of the event (5:00 – 11:00 p.m. on Friday and 11:00 a.m. – 11:00 p.m. on Saturday). Failure to do so will result in a loss of deposit and disqualification from applying in 2017.
- 4.** This is a juried event. Submit 2-5 clear photos or jpegs of your work and 1 of your display. Please note: if you have exhibited at Eureka Days during the last 12 months you are not required to resubmit photos unless you have new items to be juried. Please list all the items which will be included in your exhibit.

**Booth Information**

- 1.** The booth fee includes a ten (10) foot wide by ten (10) foot deep by ten (10) foot high – skirted tent. The skirt of the tent is removable, but the top of the tent must remain in place. **Vendors are required to use the tent provided for them.**
- 2.** Vendors are required to provide all other equipment needed. All booths must have an A.B.C. approved fire extinguisher and all electrical booths must have a 100 foot outdoor orange extension cord.
- 3.** All booths will be located in Lions Park, on either a concrete or grassy surface. Furthermore, the Eureka Days Committee reserves the right to relocate any booth during the event if it is deemed in the best interest of the event.
- 4.** Electrical booths will be supplied with one (1) electrical outlet providing a maximum of 2500 watts (20 amps), if requested in advance and appropriate fees have been paid.
- 5.** Overloading your electric circuit will result in the loss of the \$100.00 deposit. Please make sure to check your electrical equipment to keep from exceeding the allotted wattage.
- 6.** Self-contained units are not allowed at the event. Generators that are quiet will be allowed on event grounds. All equipment and supplies must fit in a ten (10) foot wide by ten (10) foot deep by ten (10) foot tall tent provided by the Eureka Days Committee.
- 7.** All vending activity must be conducted from inside booths at all times. Vendors are not permitted to solicit nor sell from other areas of the fairgrounds.

**General**

- 1.** There will be limited access to potable water on the event grounds. Water will be available before the start of the fair on both Friday and Saturday. Please be prepared to fill jugs/buckets when water is provided by event staff.
- 2.** Bags of ice will be available for purchase on site. 20 pound bags are available for \$5.00.
- 3.** The following items are prohibited: Fireworks, guns, knives, whips, pornographic material, drug paraphernalia, slingshots, projectiles, laser pointers or silly string. The Eureka Days Committee reserves the right to approve or refuse

all other items available for distribution.

4. For the safety and enjoyment of all, the following items are prohibited from the event grounds: Bicycles, skateboards, roller blades, pets (except service animals), weapons, outside alcoholic beverages, glass bottles and golf carts.

5. Please have sufficient change available. We will have no arrangements for banking. We ask that you break down and place empty boxes next to the trash containers provided. There will be an ATM available for fairgoers.

6. Overnight security will be provided on Friday, September 9, 2016, but neither the City of Eureka nor the Eureka Days Committee will be held responsible for any lost or stolen items.

7. In the event of inclement weather or any other occurrence that can be defined as an "Act of Nature", that may or may not force the cancellation of all or part of the event, no refunds will be issued. A refund will be given to any vendor that cancels their Vendor Application before August 5, 2016. After this date, no refunds will be issued for any reason.

### **Food Booths**

1. All vendors with grills are required to be in place by 10:00 a.m. on Friday, September 9, 2016. This is so safety fencing can be erected around the grills. Grills will not be permitted on the event grounds once the safety fencing has been erected.

2. All grease must be placed in appropriate receptacles. Please do not dump grease in the grass or on the parking lot.

3. Low tone generators will be allowed for use by food vendors.

4. All vendors who are selling or giving away food items (including samples) are required to submit an insurance certificate, naming the City of Eureka as an "additionally insured party" in the amount of \$2 million. This certificate must be submitted with your application and payment. **Please make sure your insurance certificate reflects the City of Eureka as an "additionally insured party" and not just the certificate holder.**

5. All food vendors will be required to secure the appropriate permit through the St. Louis County Department of Health. Information regarding this permit can be obtained by calling 314-615-0929. As a reminder, the Health Department is requiring that all meat products be kept in a mechanical refrigerator. Refrigeration will be available upon request. The application is attached.

6. The Eureka Days Committee offers exclusivity of food items (excluding non-alcoholic beverages and side items). Duplicate food items will be prohibited unless authorization is given by the Eureka Days Committee. Food item exclusivity is reserved on a first come, first served basis. **Food vendors will be allowed to sell three (3) main entrees items total.**

7. Large electrical appliances such as refrigerators and freezers will not be permitted on event grounds.

### **Set Up/Breakdown**

1. Set up will take place starting at 8:00 a.m. on Friday. All vendors must be completely set up by 3:00 p.m. on Friday, September 9, 2016. At this time, the health department and Fire District will begin their inspections to insure vendors have fire extinguishers and permits. This will also be the point when a Eureka Days representative will come around and make sure vendors are only selling the items they signed up to sell. No one will be allowed to set up before 8:00 a.m. on Friday.

2. To reduce congestion in the vendor area once you have unloaded your vehicle you will be directed to vendor parking. You may then finish setting up your booth once vehicles have been parked.

3. On Saturday, September 10, 2016 we will begin vendor check-in from 7:00 - 9:45 a.m. Vendors arriving outside of these times must park off-site and will be responsible for hauling their product on-site. As a reminder, all vehicles MUST be moved to the designated vendor parking area by 3:00 p.m. on Friday and by 10:00 a.m. on Saturday. There will be no exceptions!

4. We ask that you breakdown and place empty boxes next to the trash containers provided.

### **Parking**

1. There will be no on-site vendor parking. All vendor parking will be located at the Legends Corporate Center (across Highway 109 from the event grounds). From the parking lot, cross Highway 109 at the stoplight off of Augustine Road (located north of the lot). Please be prepared to shuttle your items from this location with a dolly. You will receive a map with the parking information as we get closer to the event date. Disabled parking is available with a visible blue hanging tag or disabled license plate.

2. We suggest bringing some type of cart or dolly to move your product. You will not be parking next to your booth or on fairgrounds.

3. Vehicles will not be allowed to return to the vendor area for breakdown until after the close of the event, all foot traffic has dispersed and authorized by event staff. Please plan accordingly. All items must be removed from event grounds Saturday night as there will be no overnight security.

4. All vendors will be expected to park in the vendor parking area. This will include any additional cars or trailers.

# 2016 Eureka Days Vendor Application

Please return to the Eureka Parks and Recreation Department  
Attn: Dan Eastham  
The Timbers of Eureka  
1 Coffey Park Lane  
Eureka, MO 63025

**YOU MUST SELL/GIVE ONLY WHAT YOU HAVE STATED BELOW:**

**Business/Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Deposit refund check should be made payable to:** \_\_\_\_\_

This is a juried event. Submit 2-5 clear photos with application or jpegs sent to [deastham@eureka.mo.us](mailto:deastham@eureka.mo.us) of your work and 1 of your display. Please note: if you have exhibited at Eureka Days during the last 12 months you are not required to resubmit photos unless you have new items to be juried. Please list all the items which will be included in your exhibit.

Items Included in Exhibit:

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

**Number of booths needed:** \_\_\_\_\_

(Booths are 10'x10')

**Electric needed:** Yes \_\_\_\_\_ No \_\_\_\_\_

(Quite portable generators are allowed)

**Please indicate electrical items required:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My signature certifies that I have read the attached conditions of the Eureka Days Event.

Please Circle Below:

Type of Booth	Price	Eureka Civic & Fraternal Organization Price
Food Booth With Electricity	\$300.00 (plus any associated permit fees payable to St. Louis County Department of Health & insurance fees)	\$225.00 (plus any associated permit fees payable to St. Louis County Department of Health & insurance fees)
Business Booth With Electricity	\$250.00	\$200.00
Business Booth Without Electricity	\$200.00	\$175.00
Arts/Craft Booth With Electricity (Handmade items only)	\$200.00	\$150.00
Arts/Craft Booth Without Electricity (Handmade items only)	\$150.00	\$125.00
<b>Booth Payment:</b>		
<b>Security Deposit:</b>	\$100.00 (for all booth types)	N/A
<b>Total Payment:</b>		

I have read all of the rules and regulations of Eureka Days as outlined in this application and agree to these conditions. My signature below indicates that I, my relatives and heirs hereby release and forever hold harmless, the sponsors and promoters of this event, including the City of Eureka and the Eureka Days Committee and all officers, employees, agents and volunteers of these organizations, as well as subcontractors associated with this event from any claims, liability and causes of action resulting from any personal injury, property damage or loss arising out of my (and/or my family's and/or employee's) participation in this event, whether or not caused by negligence or fault of any of the released parties. My signature on this form further gives permission to the City of Eureka and the Eureka Days Committee to take photographs/video of me, my family and/or employees, if applicable, at this event and to use these images for future promotions and/or in the organizations' publications and web media. I understand that I will not be allowed to participate in this event unless a signed registration form is on file with the Eureka Days Planning Committee.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

<b>FOR OFFICE USE ONLY</b>	
Type of Booth _____	Paid in Full _____
Electric Required _____	Insurance on File _____
Health Permit on File _____	Postmarked/Received _____