

# Great Forest Park Balloon Glow and/or Race

## Event Date and Hours of Vendor Operation

Friday, September 16, 2022 4:30 p.m. – 10:00 p.m.

Saturday, September 17, 2022 12:00 p.m. – 6:00 p.m.

Vendors are required to be present during all hours of operation.

## Vendor Lease Fees

Booth space will range as follows: 10 x 10 booth – \$1,800.00; Trailer space – \$1,800.00; 20 x 10 booth – \$2,400

Larger spaces than 20 x 10 are negotiated for pricing. All vendors will be required to have *clean* tent, trailers and carts and skirted tables. Rental of tents, extra tables and skirting will be offered by Traube Tent Company.

Contact me if you're interested in renting tents or other event equipment. Vendors will provide their own signage. All vendor Menu's and pricing must be submitted and approved by **August 31, 2022**. **\$200.00 deposit** for each space along with a single **\$ 250 dollar security deposit** is due with your vendor application by **July 29, 2022**. **PLEASE MAKE CHECK PAYABLE TO "ARCIS GOLF"**.

## Parking

One parking space permit per vendor will be provided. Parking will occur in the Munny lot and along Union Drive. Depending on the size a Vendor may be allowed to park a vehicle with back stock at booth location(s) or close to your booth(s). Vendor parking permits will be sent with confirmation materials.

## Field Access, Trash Clean Up and Security Deposit

A map will be provided that shows the entry point and exit to the field. At no time can you bring a vehicle on or off Central field without an escort from the race. Areas where you can drive will be clearly marked. You must remove your trash each evening to the large trash dumpster located along Wells Drive. Do not put trash in the Park Department Cans as those are for Patrons. Union will be closed from Macklind to Faulkner. Entering or Exiting the field w/ out a Race team member and or failure to clean up your trash will result in forfeiture of your \$250 security deposit. Access Road will be on the Northeast end of the field at the corner of Faulkner & Union.

## Sales

This is a **cash sale event**. We strongly recommend that food and beverage be priced in even dollar increments. All profits are yours to keep. We ask that you price reasonably this is intended to be a family event. All prices must be submitted with menus and approved.

## Beverages

**NO BOTTLES** (plastic or glass). Ice will be available at \$4.00 per 20 lb bag. **NO** Soda, Water, Beer, Liquor, Wine and Sports Drinks can be sold. You may sell lemonade, ice tea, and punch.

## Terms of Lease and Application Information

Please review carefully the terms of the Vendor Lease Agreement. Provide the information requested on the final page, and **return pages 2 & 3 by July 29, 2022**. Your complete information on security, arrival, unloading and set-up procedures, certificate of insurance requirements, parking passes, etc. will be sent to you on the Labor Day weekend. **Lighting - you will need to provide lighting for the Balloon Glow for your area. No electric is provided. Water is provided – if you are going to need water- please let me know so we can make arrangements.**

**NOTE: This contract is for a One day event, Glow Only or Two day event, Glow & Race. The vendor fees include 1 day or both days, depending on your selection. The balance is to be paid by end of business Friday, September 16, 2022. Final payment made by money order, cashier check, or cash may be submitted on Friday, September 16, 2022. Personal/Business checks MUST be received NO LATER than Friday, September 2, 2022.**

# Vendor Agreement for the Great Forest Park Balloon Glow/Race

September 16-17, 2022

This Lease Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by and between ARCIS Golf (the Lessor), and \_\_\_\_\_ (the Lessee).

## Witnesseth

1. The terms of this Lease shall be for a two day period beginning, September 16, 2022 and ending, September 17, 2022, during the following hours: 4:30 p.m. to 10:00 p.m. and 12:00 p.m. to 6:00 p.m., respectively. Lessee shall continuously keep the booth open for business during these hours.
2. The booth space shall be used solely for the purpose of selling the items listed on the final page of this agreement, and are subject to approval by The Great Forest Park Balloon Race. Lessee will prepare and sell all such products in accordance with all applicable health and other laws.
3. This Lease is not assignable by Lessee, nor shall the premises be sublet without the prior written consent of Lessor.
4. The Lessee, its agents, and employees are responsible for any destruction to the Park Grounds, caused by the Lessee or its employees. Lessee shall assume all risk of inclement weather, heat, storms, floods, high winds, riots, strikes, and other like factors, which are beyond the control of either party hereto, and the occurrence of such circumstances shall not affect the enforceability of this Lease.
5. All of Lessee's equipment, appliances and manpower are subject to approval by the Lessor.
6. No soft drinks, liquor or other intoxicating beverage of any kind shall be kept or sold by the Lessee or by any employee of the Lessee within the leased premises or upon the grounds of this park area.
7. Only employees over the age of 16 are allowed to work in vendor booths. Children are not permitted to be in the booth, and are strictly forbidden from entering other vendor's booths. Children of the Lessee or of the Lessee's employees are not permitted to roam the area during hours of operation.
8. Lessor is expressly granted the right to restrain and forbid the sale of any product or drink by the Lessee, which, in the sole judgment of Lessor is deemed to be unwholesome or detrimental to health or contrary to the purpose of The Great Forest Park Balloon Race.
9. Lessee shall keep the space occupied pursuant hereto in sanitary and healthful condition by removing all refuse and placing it in the containers on Union Drive. Each evening all empty packing cases, cans, trays and other containers shall be removed from the booth space promptly and taken to the trash dumpsters on Union Dumpsters. Failure to comply will result in a loss of security deposit.
10. At the close of the business day, all refuse must be removed from the booth and field, and all equipment stored securely.
11. Lessee is required to have at least one working fire extinguisher in the booth at all times. Lessee will need a propane permit if cooking w/ Propane from the St Louis Fire Department
12. Lessee shall furnish to Lessor a Certificate of Insurance as evidence that Lessee has ***Comprehensive General Liability Insurance. Listed as additional insured are: The City of St. Louis & City Parks Department and its employees, The Great Forest Park Balloon Race Inc, and event staff, as well as ARCIS Golf and its agents, employees' officers and directors.***
13. Lessee shall indemnify and hold Lessor and its agents, employees, officers and directors harmless from and against any and all claims, demands, liabilities, losses, costs and expenses sustained by the Indemnitee as a result of any claim or cause of action directly or indirectly relating to or arising out of or in connection with the activities of Lessee during set up, operation and tear town for the Great Forest Park Balloon Glow & Race
14. The booth shall not be used for any purpose prohibited by law.
15. No literature may be distributed by or on behalf of any political or religious groups or land or real estate developers.
16. No animals or pets shall be kept at any time in or about the booth premises.
17. Lessee shall load and unload merchandise from vehicles only as directed by ARCIS Golf event personnel during non-operating hours. All deliveries planned by Lessee must be planned & relayed in advance to the race event organizers and Arcis Golf Event Managers. Directions to the Park will be included in the confirmation packet.
18. Lessee shall be solely responsible and liable for the collection and payment of all sales taxes on all merchandise sold.
19. No Lessee shall use any type of motorized vehicle on the grounds during the public hours. This includes cars, trucks, and golf carts. Driving on Central Fields is prohibited unless accompanied by a Race Team Official.
20. Lessee shall at all times be subject to and abide by all applicable rules and regulations as Forest Park may require.
21. This lease shall be governed by and construed in accordance with the laws of the State of Missouri.

**Great Forest Park Balloon GLOW/RACE**  
**Friday, September 16 & Saturday, September 17, 2022**  
**(1 or 2 day event) Vendor Booth Application**

**Please Print**

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Number of locations requested \_\_\_\_\_ Are you renting a tent? Yes \_\_\_ No \_\_\_

Rental Fee \_\_\_\_\_ circle one: trailer 10 x 10, booth 20 x 10, booth larger \_\_\_\_\_, cart

Using your own Generator? Yes \_\_\_ No \_\_\_ Using a BBQ Pit? Yes \_\_\_ No \_\_\_

*Electric is not provided but as in the past we have secured generators and the vendors have split the costs*

Proposed Menu Items and Prices (or attach a separate page)

Item	Price
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Menu items and prices are subject to the approval of The Great Forest Park Balloon Race.

Estimate the number of bags of ice that you will use: \_\_\_\_\_ (20 lb. bags @ \$4.00)

I/We agree to participate in the 2022 as a Food Vendor. I understand that this is a cash sales event. I/We fully understand and agree to abide by the terms set forth in page 1 of the Vendor Lease Agreement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Food Vendor

Approved \_\_\_\_\_ Date \_\_\_\_\_

**Please make a copy of this page only and return by July 29, 2022 to:**

Eileen Kroll, 5733 Greenton Way, St. Louis, MO 63128

- I agree to participate in the Great Forest Park Balloon Glow, only.
- I agree to participate in both the Great Forest Park Balloon Glow & Race.