



The City of Saint Charles Presents:

St. Charles

PAW PARADE

October 7th, 2023

Parade Begins at 10:00 a.m.
Vendor Fair 11:00 a.m. -1:00 p.m.

10x10 Booth At Vendor Fair
\$100

All Proceeds Benefit City of Saint Charles Animal Shelter

2023 VENDOR BOOTH APPLICATION

Vendor/Business Name: _____

Website: _____

Email: _____

Contact Name: _____

Address: _____ **City:** _____ **Zip:** _____

Contact Number: _____ **Alternate Phone:** _____

On-site Event Contact Name: _____ **On-site Contact Phone:** _____

Federal Tax ID: _____

Vendor Signature: _____ **Date:** _____

The City of St. Charles reserves the right to accept or deny any application. I have read and understand the condition is as set forth in the General Terms and Conditions, further my signature acknowledges my agreement to abide by those rules.

Describe the type of service or product at the event: _____

Staff Use Only:

Date Received _____ Application Complete Yes / No Insurance _____ Payment Amount _____

General Terms and Conditions

To be eligible for the Paw Parade the following conditions must be met.

1. Application Process

- Complete application, Page 1 and return to the mailing address at the bottom of the application
- Full payment is due at the time of registration (see details below)

2. Fees

- Booth Only (10'x10' space) = \$100
- **FULL PAYMENT IS DUE AT TIME OF REGISTRATION.** Credit cards can be taken over the telephone at 636-255-6139 or by stopping in with your application to Saint Charles City Hall, 200 North Second Street, St. Charles, MO 63301

3. Event Date

- Vendors are required to participate for the entire event

4. Set-up

- Support vehicles dropping off items to a booth may enter and exit at
- Vendors will be allowed to begin on-site set-up at 8:00 am day of event. All vehicles must be removed from the area no later than 9:30am for safety of event participants. Late arrivals using support vehicles will not be allowed to enter and will not be issued any type of refund

5. Booth Information

- Please keep all packaging materials out of sight
- Vendors will be self contained providing their own tents, tables, chairs, canopies, etc...

6. Utilities

- Trash receptacles will be available

7. Clean-up

- Please leave your booth space and surrounding area free of trash and debris
- Spaces needing to be cleaned after the event could result in prohibition of participation in future events
- Vendors may begin departure 30 minutes after event closing or as crowd disperses and Event Staff deems it is safe to exit the park. Everyone must be cleaned up and departed no later than 2:00 p.m.

8. Inclement Weather

- If weather prohibits event from taking place, 100% of the vendor fee will be refunded

9. **Waivers of Liability Requirements**

- Vendors retain sole responsibility for their merchandise throughout the Paw Parade and Vendor Fair event. Vendors shall release, indemnify, defend and hold harmless Five Acres, The City of Saint Charles, its elected and appointed officials, successors, assigns, legal representatives, officers, employees and agents (collectively, “indemnities”) for, from and against any and all claims, liabilities, cost damages, losses, causes of action, suits, demands, judgments and expenses (including, without limitation, court costs, attorneys’ fees and costs of investigation or otherwise (collectively “liabilities”) of any nature, kind or description of any person or entity directly or indirectly arising out of, resulting from or related to (in whole or in part) merchandise loss or property damage of any kind whatsoever resulting from or connected to the operation of Vendor's area.
- **Liability Insurance:**
We ask that you submit proof, along with application, that you hold liability insurance.

Return completed application, insurance and payment to:

City of Saint Charles

Paw Parade

c/o Beth Norviel

200 North Second Street

St Charles, MO 63301

Are the following included within your application packet?

- Completed and signed application?
- Participation Fee?
- Insurance certificate and letter of endorsement naming the City of St Charles as additionally insured?

Please retain pages 2 thru 4 for your reference.