

saint louis **ART FAIR**



#55 BEST FOOD & BEVERAGE PROGRAM

Overview Information

A | Introduction and background of main event.

Cultural Festivals produces the annual Saint Louis Art Fair (SLAF), a free, three-day celebration of the arts and the community that surrounds it. Altering the urban landscape into a festive art-filled environment, downtown Clayton, MO becomes a lively showcase of art, music and food. The most defining aspect of the fair is its juried exhibition of fine art and fine craft providing patrons the opportunity to view, purchase, and engage with the artists. In addition to the visual arts, the Fair includes musical performances, street performers, hands-on activities for children and delectable food from some of St. Louis' top restaurants. The Art Fair hosts 130,000 people during the three-day event. The Art Fair is an irreplaceable asset to St. Louis and its cultural landscape by incorporating art into the area, partnering with local organizations to promote the city itself, and providing an event that is free and open to the public.

B | Description and purpose of Food and Beverage Program.

The purpose of the Food & Beverage Program at SLAF is to provide patrons with cuisine from some of St. Louis' top restaurateurs, rather than typical festival concessionaires. The program aims to add to the cultural diversity of SLAF by offering guests a variety of food options ranging from American to Brazilian, and everything in between. SLAF attendees not only get a taste of the unique restaurants of St. Louis, but also a taste of the world. The Food and beverage program makes up 22% of SLAF's overall income.

70+ Food Options
60,000+ Servings of Food Sold
300 pound of noodles served
452,104 ounces of beverages sold

C | Number and Types of Vendors

Eleven of St. Louis' favorite restaurants are placed in a specific area of the festival site known as the Pleasures of the Palate. Restaurants serve cuisine from all corners of earth, including Asian, Irish, American, and Brazilian to name a few.

Two additional restaurants served kid friendly fare in the festivals Creative Castle. New in 2016, Moss Grills – St. Louis Style BBQ satisfied festival goers with delicious BBQ while enjoying the sounds from the Jazz Stage area.

The Fair also had six beverage booths controlled by SLAF, which sold beer, wine, soft drinks, and water.

D | Site Plan

See Map under supporting materials.

E | Cash Management Process

Restaurant vendors pay a flat booth fee to SLAF and manage all monetary transactions internally throughout the festival weekend and retain all vending proceeds.

SLAF manages all beverage booths in collaboration with local nonprofit organizations that receive 14-20% of the proceeds depending on their overall efficiency of sales. SLAF has an extensive cash management system prepared for the beverage booths.

Each beverage booth is equipped with 3 pre-programmed registers with built in credit card machines that allow SLAF to monitor its sales in real time. The Cash Operations Committee monitors booths throughout the weekend, delivering the start up cash, bank bags, wristbands, and change orders. With a

Clayton Police escort, the committee picks up cash, batch reports and bank bags at the end of the day. SLAF provides each organization with detailed Cash Management guidelines in the event of an emergency. (See Cash Operations in the Beverage Booth Guide in Supporting Materials for more information)

F | Fee Structures

All restaurant vendors pay a flat fee to participate in SLAF. All fees include a refundable \$500 security deposit, which rolls over from the previous year for returning restaurants.

Total Fees:

- New restaurants: \$2500
- Returning Restaurants: \$2000
- Creative Castle Restaurants: \$1750

The restaurant vendor package includes the following elements:

- 20' x 20' Tent
- Two 8' tables
- Access to trash dumpsters and 90-gallon trash receptacles
- Two 20-amp circuits
- A listing in the festival Program Guide, website and App
- Two menu boards displaying restaurant name, products for sale and prices

G | Alcohol Beverage Training/Control

SLAF manages all beverage booths in conjunction with local nonprofit organizations. Beverage booths sell beer, wine, soft drinks and water, therefore all the organizations' volunteers must be 21 or older and attend a mandatory training session to ensure the proper distribution of alcoholic beverages. The local beer distributor, certified by TIPS, hosted the mandatory training session and utilized hands on training through mock concession scenarios.

Further, all participating nonprofit organizations were provided with The Beverage Booth Manual detailing carding procedures, signs of Fake ID's, acceptable forms of identification, etc. SLAF posts warning signs on each beverage booth regarding the purchasing of and possession of alcohol for minors. SLAF also hires 5 bar managers to oversee the booth operations including the proper carding of customers, inventory and cash handling.

H | Vendor Application Process

All restaurants must fill out and return an application to SLAF. Restaurants are notified immediately regarding the outcome of application review. Applications are divided into 3 categories based on the fee structure: Returning Restaurants, New Restaurants, and Creative Castle Restaurants.

The Restaurant vendors are selected based on the following criteria

- Food Quality
- Diversity (no "carnival" food including funnel cakes, corn dogs, cotton candy, etc.)
- Ability to successfully prepare and handle foods in an outdoor environment
- Food Presentation

Once the Restaurant was confirmed, they were required to submit payment, a Certificate of Insurance, obtain a Clayton Fire Department permit and a St. Louis County Health Department Permit, and attend a restaurant meeting prior to the Art Fair to review guidelines and procedures.

Nonprofit organizations are solicited to partner as a Concession Vendor. Names of interested organizations are chosen through a lottery. The organization that was the most efficient the previous year is invited to return and receives first choice of booth location.

I | Festival/Event Controlled Products & Services

Six beverage booths are placed in high traffic areas throughout the festival site. Five booths sell beer, wine, soft drinks and water one of which was dedicated to wine only. SLAF contracts with local nonprofit organizations to operate 5 of the 6 booths during the festival, the wine booth is run by SLAF volunteers. The nonprofits earn 14-20% of the net profits from the beverage booth. The organizations have the opportunity to earn income and promote their organization to over 130,000 potential patrons.

5 Local Nonprofit Organizations
\$133,512 Gross Revenue in 2016
98.34% Overall Efficiency

J | Promotional activities to drive business

Restaurants receive a listing on the SLAF official website, program guide, app, and all social media.

K | Power/Water Access

SLAF provides vendors with two 20-amp circuits. Those requiring electrical service in excess of the standard service will be charged for additional electrical hook-up and labor, which is deducted from the security deposit. Each restaurant vendor must submit the Electrical Form listing all the equipment requiring electricity. An electrician is on-site during the festival hours to handle electrical problems for vendors.

Restaurants have access to portable water and have a place to empty gray water. SLAF also supplied two refrigerated trucks for restaurant vendor storage.

Restaurant vendors are required to provide all necessary equipment, food, ice, supplies, labor, booth decor, lighting and related materials to operate their booth.

L | Waste Disposal

SLAF provides restaurant vendors 90-gallon waste wheelers, a number of large open top containers, barrels for ash disposal, upon request, at the end of the festival, and a container for water disposal. Restaurants are responsible for ash removal up until Sunday, along with the disposal of grease.

Each beverage booth is equipped with a recycling container and is required to recycle. The SLAF commemorative cups and all product bottles are recyclable.

Supporting Question:

What did you do to update/change this program from the year before? Were your updates/changes successful? Please provide measurable results/examples.

SLAF contracted for a second time with Program Specialist, Becky Genoways, in order to streamline the Food and Beverage System. She focused on increasing the overall efficiency and revenue by evaluating the profitability of festival products and assessing sales processes and restaurant operations. Becky also provided recommendations for the Food and beverage program moving forward.

Beverage program updates included: reduced product offerings and designated order and pick-up locations to expedite lines; a revised inventory tracking system; enhanced beverage training with a review of beverage booth set-up, staffing requirements and detailed roles and responsibilities of each member; and a new consistent booth set-up, and relocation of a beverage booth to the Jazz Stage area.

Food program updates included increased oversight of restaurant food vendors including tracking of contracts, forms, permits and menus.

The addition of a restaurant located in the Jazz Stage area, which is located on the opposite end of the festival site from the other participating restaurants.

Results:

- Improved beverage inventory tracking process and the beverage tent layout
- Generated the highest beverage revenue and product volume in 6 years
- Beverage booth efficiency went from 95.06% in 2015 to 98.32% in 2016
- Sales revenue increased 7%
- 452,104 Ounces of Beverages Sold
- 60,000+ Food Servings Sold

Supporting Materials:

2016 Site Map
Contract for Non-Profits to Work Beverage Booths
Beverage Manual
Restaurant Contract and Manual



**Contract for Non-Profit Organization
to Serve Beverages at the 2016 Saint Louis Art Fair**

This contract is to confirm an agreement between Cultural Festivals (“CF”), a Missouri non-profit organization, and «Organization_Name», nonprofit vendor (“NFP”), whereby the NFP will have the right to pour alcoholic and non-alcoholic beverages during the 2016 Saint Louis Art Fair.

Location of Booth

«Location».

AGREEMENT

The terms and conditions of the Beverage Handbook shall be considered a part of this contract. NFP is responsible to review the Beverage Handbook carefully and be familiar with the terms and conditions therein.

NFP will have the obligation to supply the appropriate number of supervisors and servers as specified by CF in the beverage manual for its Beverage Booth sales location at the 2016 Saint Louis Art Fair. NFP will be responsible for staffing, inventory, portion control and accurate handling of cash within its booth.

At the close of the festival each evening the booth captain must remain at the booth until a CF Committee Chair has inventoried the booth. The captain and Committee Chair member will sign the concluding inventory sheet. If no one is present to sign the concluding inventory sheet your booth will forfeit 5% of the net profit for that day.

NFP is required to have their booth properly staffed at least one hour before public hours of operation begin. Service times are as follows:

Date	Arrival Time	Fair Start Time	Fair End Time
Fri, Sept. 9	4:00pm	5:00pm	10:00pm
Sat, Sept. 10	10:00am	11:00am	10:00pm
Sun, Sept. 11	10:00am	11:00am	5:00pm

CERTIFICATE OF INSURANCE

NFP Concession Partners must provide Cultural Festivals with a current Certificate of Insurance, naming Cultural Festivals as an additional insured pursuant to a general liability insurance policy with a minimum coverage of \$1,000,000. Forms may be faxed to

314-863-0418 or emailed to bgenoways@culturalfestivals.com.

COMPENSATION FOR SERVICE

The NFP compensation commission is based on overall sales efficiency. The efficiency commission will be determined by dividing the beverage sales revenue collected by VENDOR by the total retail sales potential. Total retail sales potential will be determined by multiplying the utilized event cup inventory by the retail price. All damaged cups must be returned and authenticated to receive credit. A VENDOR who falls below 90% of total efficiency will not be invited to participate as a beverage vendor in future years.

Efficiency	Percent
100% total efficiency	20% Twenty percent of net proceeds
95-99.9% total efficiency	18% Eighteen percent of net proceeds
90.0-94.9% total efficiency	16% Sixteen percent of net proceeds
89% and below total efficiency	14% Fourteen percent of net proceeds

Retail cost to the general public for the concessions will be \$3.00 for non- alcoholic and \$5.00 and \$6.00 for alcoholic beverages. Prices are subject to change.

ACCOUNTING REPORT AND REMITTANCE

CF will provide its accounting and remittance to NFP at the earliest possible date.

INVENTORY CONTROL

Inventory control is the obligation of the NFP. Beverage cups and products will be on consignment to NFP who will be responsible for their distribution. NFP will also have responsibility for the prudent and safe handling of service equipment, barrels, and the physical booth display. NFP retains responsibility for any damaged or missing equipment.

NONPROFIT VENDOR must return all unused and damaged cups daily during the Art Fair for full credit. NFP will cooperate with CF's staff/Committee Chairs to consolidate cups, beverage products and other appropriate inventory on the final day to reduce to a minimum opened but unused inventory which impacts costs.

If at any time equipment malfunction is causing loss or waste of inventory, NFP should notify CF-designated representative and order the location closed until CF's wholesaler rectifies the problem to the mutual satisfaction of NFP and CF. NFP will not withhold its satisfaction unreasonably.

RESPONSIBILITY FOR LOSS

NFP will be responsible for any losses, due to factors including but not limited to theft, pilferage or server dishonesty. No one may have access to the consigned inventory except through a representative of the serving organization. NFP must not relinquish this control to anyone, as they are responsible for any discrepancy in the inventory.

NFP may not provide 'free servings' of beverages to anyone at any time. Should a NFP be found giving away free drinks/product they will forfeit all earnings for that festival day. The NFP organization will not be allowed to return as a vendor partner in future years.

NFP must be prepared to request proper identification from anyone appearing to be under the age of 21. If NFP is caught selling alcoholic beverages to anyone under the age of 21, NFP will forfeit any and all proceeds from their booth and will forfeit the right to operate the booth. NFP's serving staff on duty for any part of a "serving shift" must be prohibited by NFP from consuming any alcoholic beverages during that period. Smoking is not permitted by any staff on duty. Consistently courteous servers and customer service oriented behavior is expected of all NFP personnel.

Cash collected by NFP should correlate with the number of cups, and the beer, wine and soda/water product consumption and the corresponding retail sales price, thus, cups must not be given away. **DO NOT REFILL COMMEMORATIVE CUPS OR WINE CUPS.** This is a violation of the Health Department code and will impact your inventory tracking to your disadvantage.

Actual profit results for NFP will depend on a number of factors:

1. The training and discipline of NFP serving personnel.
2. Adherence to vending procedures
3. Prohibiting service of "complimentary" drinks.
4. Efficiency of the serving staff.
5. The actual attendance and consumption at the Art Fair.
6. "Salesmanship" of NFP volunteers.

CASH HANDLING AND CONTROLS

A CF cash controls committee representative, accompanied by a police officer, will collect cash deposits at the end of each day's operation. If excessive amounts of cash accumulate at your booth location during the day, please request additional cash pick-ups from the CF cash controls committee.

Each booth will receive a supply of bank bags with the appropriate booth identification number, date and organization name printed on them. As cash accumulates in the booth, the NFP should place it in a bank bag, seal it, and deposit in the booth's money barrel.

Do not borrow bank bags from another booth. CF has a record of the bank bags issued to each booth. Once sealed, the bank bags will not reopen. **All unused bags must be placed in the cash operation's envelope** and recorded at the end of each day.

STAFF REQUIRED

Volunteers must arrive at their booth at least one hour prior to the start of the Art Fair each day. The booth must be fully staffed until the scheduled closing times.

All serving staff provided by NFP must be at least 21 years of age. Each booth must be staffed with a **minimum** of eight (8) people on Saturday and Sunday from 11:00 am to 2:00 pm and a **minimum** of twelve (12) people from 5:00 pm to 10:00 pm on Friday and after 2:00 pm on Saturday and Sunday.

NFP found to be short staffed at any time during the festival will forfeit 5% of the net profit upon the first occurrence, 10% upon the second occurrence and 15% on the third occurrence.

SERVING LOCATION DESIGNATIONS

Each CF vending booth will be identified by NFP name. Equipment and inventory will be allocated to each booth in order to track efficiency and productivity of each location, its servers, etc. CF reserves the right to assign NFP to booth locations.

INDEMNITY

NFP shall indemnify and hold CF harmless from and against any claim or cause of action rising out of or in connection with or alleged to arise out of or in connection with the acts of omissions of NFP under this Agreement, and shall reimburse CF for any costs, including reasonable attorney's fees, incurred in defense against any such claim.

CF RESERVES THE RIGHT TO:

Limit or prohibit the operation of sound/audio-visual equipment if disruptive to others;

Change the location of allocated space;

Slightly reduce or increase the size or shape of space allotted;

Re-arrange the layout of unoccupied areas;

Alter entrances and exits to and from the site;

Undertake other structural alterations.

CF'S RESPONSIBILITIES

CF will provide the following to the NFP:

- All beverage products
- Serving equipment
- Trailer and booth canopies
- Promotion
- Signage
- Cash collection
- Event production expenses

A member of the concessions committee will also act as liaison between the NFP and product distributors. One bar manager, hired by CF, will be assigned to each beverage booth. The Bar Manager is there to strictly oversee the booth operations and will not count as NFP volunteer staff.

NONPROFIT VENDOR EXPOSURE/PROMOTIONAL OPPORTUNITIES

CF will provide a sign within NFP serving location, indicating that proceeds from the sale of products in that booth support CF and NFP.

No organization may let or sublet their booth either entirely or partially for any reason. No organization may sell anything other than the product agreed upon with CF. No organization may solicit or display any corporate logo or any sponsorship affiliation of any kind.

AUTHORIZED SIGNATURES

By:  _____

Cindy Lerick
Executive Director

Cultural Festivals
225 S. Meramec Ave., Suite 105
St. Louis, MO 63105

By: _____

«Contact_First_Name» «Contact_Last_Name»
Title _____

«Organization_Name»
«Address»
«City», «State» «Zip»



saint louis
ART FAIR

2016
BEVERAGE
OPERATOR'S GUIDE

TABLE OF CONTENTS

Festival Hours	3
Training Sessions	3
Staffing Your Booth	3
Vendor Contract	3
General Operations	
Set-up and Booth Operation	4
Bar Managers	4
Tips	5
Commissary/Restocking	5
Tear-Down Procedures	5
Beer and Wine Sales	5
Soda/Water Sales	5
St. Louis County Public Health	5-6
Recycling	6
Minor's and Checking ID's	6
Booth Behavior	7
Cash Operations	7
Vehicle Access and Parking	8
In Case of Emergency	8
First Aid & Safety	8-9
Lost and Found	9
Beverage Tent Operation	10
Staffing	10
Beverage Booth Layout	11
Helpful Hints	12
Cash Register Buttons	13
Products and Prices	13
Sample Certificate of Insurance	14



Festival Hours

The Saint Louis Art Fair will be held September 9, 10 and 11, 2016 in the heart of Clayton's central business district.

Friday, September 9	5:00 p.m. – 10:00 p.m.
Saturday, September 10	11:00 a.m. – 10:00 p.m.
Sunday, September 11	11:00 a.m. – 5:00 p.m.

Training Sessions

Beverage sales and cash register training is scheduled on Tuesday, August 30th, 6pm-8pm at Grey Eagle Distributors, 2340 Millpark Drive, Maryland Heights, 63043. Training is mandatory for all beverage sales booth captain(s) and key volunteers. Anyone from your group who will be operating the cash registers should also attend this training.

Staffing Your Booth

Your booth captain(s) must be present at all times (with reasonable breaks). All volunteers must be 21 years of age or older. Your booth should be staffed with a **minimum** of eight (8) people plus a captain on Saturday and Sunday from 11:00 am to 2:00 pm and a minimum of twelve (12) people plus a captain from 5:00 pm to 10:00 pm on Friday and after 2:00 pm on Saturday and Sunday. NFP found to be short staffed at any time during the festival will forfeit 5% of the net profit upon the first occurrence, 10% upon the second occurrence and 15% on the third occurrence.

Your organization's volunteers should check-in at your booth, not at SLAF Volunteer

Headquarters. We encourage your volunteers to wear your organizational caps, t-shirts or buttons. This is an occasion to generate earned income as well as promote your organization.

All concession volunteers in a concessions booth handling alcohol must be 21 years or older.

No Exceptions!! Volunteers may not consume alcoholic beverages or smoke during their shift(s). Any volunteer observed doing so will be asked to leave the festival grounds. Cultural Festivals strictly enforces this rule. Volunteers may not trade drinks for food with restaurants or anyone else.

Vendor Contract

Please read your Vendor Contract carefully. By signing the contract your organization agrees that you have read and understand the guidelines for participation in the Saint Louis Art Fair as a Beverage Vendor.

Each Concession Vending Partner must provide Cultural Festivals with a certificate of insurance naming Cultural Festivals as additional insured. See insurance certificate example for exact requirements.

No vendor may let or sublet their booth either entirely or partially, with or without charge. No vendor may solicit or display any corporate logo or sponsorship affiliation of any kind. Your organization may not offer any promotional items for sale at your booth, display tip jars or in any way request donations.

Cultural Festivals reserves the right to:

- Change the location of allocated space;
- Slightly reduce or increase the size or shape of space allotted;
- Alter entrances and exits to and from the site;
- Undertake other structural alterations.

General Operations

Set-Up and Booth Operation

Organizations must arrive 1 hour prior to the Art Fair opening time each day. Alcoholic beverages may only be sold during the scheduled event hours per the event liquor license. Sales must end at the established event times listed on page 2.

- Beer - served in 16 oz. SLAF clear commemorative cup (14 oz. pour).
- Wine - served in a 9 oz. plastic wine cup (6 oz. pour).
- Soda/Water - served in a 20 oz. chilled plastic bottle. Only provide a cup of ice in the white commemorative cup if the customer asks for one.
- You may not refill cups per St. Louis County Public Health.

When a beer barrel is empty it is your responsibility to tap a new barrel. If you experience trouble, ask your bar manager to assist. Please do not sell or give away ice. The Concession Committee Chairs will lock/unlock the ice chests each day.

****Any damaged cups will need to be accounted for at the end of each evening. Please keep damaged cups and do not throw them away. If they are discarded, you will not receive credit.**

Event Responsibilities

If any of the items listed below are not present when you arrive at your booth, please notify a SLAF Concessions Committee Chair.

- (1) Beer Trailer
- (1) 20' x 20' Tent
- (1) Ice Chest - Stocked with sixty (25-pound) bags of ice
- (2) Chilling Tubs
- Liquor Permit
- Menu Board
- (1) Money Barrel
- (3) Cash Registers
- (6) Tables
- (3) Chairs
- (6) Table Linens
- (3) Cases clear SLAF Commemorative Cups
- (1) Cases white SLAF Commemorative Cups for ice
- Wine Cups (9 oz.)
- Ice Scoops
- Wine Openers
- Plastic Gloves
- 90 Gallon Waste Wheeler
- Recycling Bin
- Beverage Signs
- Born on Date Signs
- Wristbands for Age Verification

Bar Managers

One bar manager, hired by CF, will be assigned to each beverage booth. The Bar Manager is there to strictly oversee the booth operations.

- Assist NFP Vending Partners with product, cup and ice inventory as needed.
- Monitor pouring, cash handling, and proper carding of customers.
- Manage safe and proper handling of equipment.
- Enforce health and safety rules.
- Ensure the NFP has properly staffed the booth.

NFP Organization Responsibilities

Your organization is responsible for providing spray bottles and/or buckets and sponges with a diluted solution of ammonia and water to both sanitize your operation and discourage bees.

Supplies

- (2) Buckets to Bail Water (as needed)
- Spray Bottles
- Ammonia
- 2 Large Coolers (for clean ice)
- Rubber Gloves

Tips

Occasionally a patron will offer a monetary tip to volunteers working concession booths. SLAF does not allow tip jars to be placed in the concession booths to solicit tips. Any tip money accepted must be directly deposited into the cash drawer.

If a patron would like to make a donation to your organization, we encourage you to provide them with the necessary information to make a donation at a later date. If a tip is received and a volunteer places it in his/her pocket this will be considered as stealing money from the booth.

Commissary and Restocking

Be aware of the rate at which your supply of product is consumed. Committee Chairs will make regular stops at your booth to check your inventory. To request restocking, place an order with a committee chair or bar manager. A delivery crew will bring the product to your booth. Please sign the inventory addition receipt and keep a copy for your records. Make sure you place your request for restocking well before you expect your inventory to run out. You must restock your booth each night before the Art Fair closes.

Tear Down Procedures

At the end of each night a Concessions Committee Chair and your Booth Captain will inventory all product/cups left in the booth. The product and cup count each day will include tapped and untapped barrels of beer, wine, soda and water product, damaged and remaining cups. Clayton Public Works will drain the chilling tubs each evening.

Beer and Wine Sales

Cash collected should correlate with the number of cups, beer/wine product consumption and the corresponding retail sales prices. Thus, cups must not be given away. **DO NOT REFILL COMMEMORATIVE CUPS/WINE CUPS.** This will alter your inventory tracking system to your disadvantage and is a violation of the St. Louis County Health Department's policy.

Soda/Water Sales

Cash collected should correlate with the amount of individual soda/water consumption and their representative retail sales prices.

If no one from your organization is present to sign the concluding inventory sheet at the end of the night, your organization will forfeit 5% of the net profit. The captain must also remain in the booth until cash controls arrives to empty the contents of your money barrel (please see Cash Operation procedures).

St. Louis County Public Health

Code Reference: (2-302.11)

- A. Food (and beverage) employees shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough.
- B. Unless wearing intact gloves in good repair, a Food Employee (and beverage) may not wear fingernail polish or artificial fingernails when working with exposed food. Those wearing nail polish and fake nails must wear plastic gloves.

Recycling

Each booth will be equipped with a recycling container. The Art Fair commemorative cup and all product bottles are recyclable. Plastic and aluminum can be comingled in the recycling containers.

Wine bottles MUST be placed back in the case box. Please do not throw bottles into the recycling bin. Set the box next to the trashcan for recycling.

It is mandatory to recycle within your booth. Recycling bins will be placed around the entire festival site as well as signage encouraging our patrons to recycle.

Minor's and Checking ID's

Once you have verified age you must place a wristband on the customer's wrist. This will keep you from having to ask for ID again. There will be a different colored wristband for each day.

- Card anyone that appears to be under the age of 30
- Never assume
- Do not assume that just because a customer approaches you with a cup containing an alcoholic beverage that they are 21
- No identification = No Sale

Only acceptable forms of ID

- Missouri Drivers License
- Missouri Non-Drivers License
- Drivers License of the 49 other states
- Military ID
- Passports

Signs of a true Fake ID

- Signature is in ink
- Words secure, genuine, valid authentic Old style skeleton key as the hologram.
- Check the back of the ID, often it will tell you it is fake – look for phrasing “for novelty purposes” or “not a government document”

IF YOU ARE NOT CONVINCED THAT THE IDENTIFICATION IS AUTHENTIC, DO NOT SERVE THE CUSTOMER.

- State law prohibits you from selling to anyone who is obviously intoxicated or under the age of 21.
- If you are caught selling to a minor or an intoxicated person the criminal penalties are 1 year and/or \$1000 fine.
- State law also prohibits anyone selling alcoholic beverages from drinking alcoholic beverages while on duty.

Booth Behavior

While working in one of the concession booths, you are required to adhere to the following guidelines:

- Do Not drink the alcoholic and non-alcoholic beverages
- Do Not eat food inside the booth
- Do Not smoke inside the booth
- Do Not exchange food for beverages
- Do Not give “free” beverages to ANYONE (you will forfeit your earnings for the entire weekend and will not be allowed to participate in future Art Fair’s as a NFP concession partner.)
- Do Not accept tips – if a customer insists, then the tip is placed in the cash drawer.

Cash Operations

Each booth will be equipped with three (3) cash registers. The registers have built in credit card machines. Registers will be pre – programmed for the products and prices.

You will need to batch out the cash registers each evening and possibly mid-day Saturday. Batch reports should be placed in the envelope provided and handed to the Cash Operations Committee at the end of the evening. Batch report instructions will be provided for the machines.

Credit card transactions that are \$25 and under do not require a signed receipt.

A half hour prior to opening for business each day a member of the Cash Operations Committee will deliver an envelope with your start up cash, bank bags, and wristbands.

The beverage booth will start the day with three (3) envelopes, one for each cash register. Each envelope will contain \$300. The breakdown per envelope is as follows:

- \$100 in \$1 bills
- \$100 in \$5 bills
- \$100 in \$10 bills

At the end of each day, place the money **from each** cash register into one of the bank bags with the corresponding register number on the bag and drop in the money barrel. Each bag will be marked with a cash register number. The Cash Operations committee will collect the cash register batch reports, unused bank bags, and unused wristbands. The Cash Controls committee will come around at scheduled times during the weekend for change orders. If your booth needs change, the Bar Manager will radio the Cash Controls Committee. The Booth Captain will be responsible for signing for the change order.

Change packets will contain \$50 in one dollar bills or \$50 in five dollar bills or \$100 in ten dollar bills. You will not have to exchange money to receive a change packet. The extra money packets you receive will be deducted from your gross receipts. To limit the need for change, we suggest that you keep as many \$1 bills in your cash drawer as possible.

Each booth will receive an ample supply of bank deposit bags with the appropriate booth identification number, date and organization name and cash register number printed on them.

As cash accumulates in the booth, it should be placed in a bank bag by register number, sealed (once the bag is sealed it does not reopen) and deposited in the booth’s money barrel. When

sealing the bags do not fold the bags in half. Simply pull the tab and fold over once to seal. If you fold the bag multiple times it makes it difficult for the cash control committee members to read the serial numbers at the end of the evening and will delay the entire pick up process.

Do not borrow bank bags from another booth. SLAF has a record of the bank bags issued to each booth. If your booth runs out of bags, the Bar Manager should radio the Cash Controls Committee for additional bags.

A Clayton Police Officer and a cash controls committee chair will pick up the money from each barrel at the end of the evening on Friday, Saturday and Sunday. It is your responsibility to stay in your booth until they arrive and empty the contents of the money barrel. Your organization will forfeit all cash proceeds for the day if your booth is unattended at the time of pick-up.

In the event of an emergency the designated contact for your organization will receive a text message with instructions. If the site has to be evacuated we ask that you take ALL money, credit card receipts, etc. and place them in one of your bank bags. Mark the bank bag with an X and drop it in the money barrel before evacuating.

Vehicle Access and Parking

A NFP Site Access Pass will be handed out at the August 30th meeting. The pass allows access to the Art Fair site for set up and tear down only. Vehicles must be off site at 3:30 p.m. Friday. Unload your vehicle and then remove it from the site.

Be prepared to show identification upon entering the festival site. All vehicles are subject to search by the Clayton Police Department. The Clayton Police Department will tow vehicles left unattended on site.

General Parking

Parking is on a first-come first-served basis. All street meter parking in Clayton will be free to the public throughout the weekend beginning on Friday, September 9.

Disabled parking and Bike Check is located on the public parking lot at Maryland and North Central. The fee is \$1 and all proceeds benefit the St. Louis City Police Explorers.

In Case of Emergency

The Art Fair and the Clayton Police Department have taken additional measures to ensure adequate security for the festival. The Art Fair site will be routinely patrolled from the time the streets are closed until the streets are re-opened to traffic after the site has been cleared. Both uniformed and plain-clothed police officers will be on duty.

First Aid and Safety

The First Aid booth is located on S. Meramec at Carondelet. If you are in a position to respond to a person who has been involved in an accident, we ask that you follow these guidelines:

- Know the location of the First Aid Booth.
- Report any unsafe conditions, situations or guests to a committee person, staff member or police officer.
- In case of serious injury or illness, locate a radio-equipped committee member, staff member or police officer that will contact the on-site Paramedics immediately. Do not attempt to move anyone who may be injured. Stay with the individual until help has arrived.

- In the event of an accident, we will make a formal accident report. Please remain at the scene until City of Clayton personnel have completed a report.
- If a crowd has gathered around an accident or injury scene, please cooperate with police and SLAF staff and provide the victim adequate space.
- If you see a suspicious package or item of any kind: Do not use your cell phone. Immediately locate a police officer. Clearly describe the item and its location.

The Art Fair has developed extensive plans to deal with unexpected emergencies and severe weather. In the event of such occurrences, SLAF will utilize a text messaging system throughout the weekend keeping you updated on weather conditions. Your organizations designated contact will receive the message from a short code; it will not say Cultural Festivals.

Cultural Festivals has designated several temporary mass shelters around the festival site. We have chosen the Carrollton Bank Parking Garage for concession vendor partners - 7911 Forsyth. The structure is located on Forsyth between Central and Meramec on the north side of the street.

In the event of severe weather or any emergency situation that involves evacuating the festival site we ask that participating non-profits use this designated shelter. This will allow CF staff to better communicate with non- profits during an emergency situation.

Lost and Found

The Art Fair manages all lost persons via the Fire and Police Public Relations Booth located on North Meramec. People who have become separated from their group should be encouraged to re-group at the Fire and Police Public Relations Booth. If you find a child separated from his or her parents, please contact the nearest Police Officer or bring the child to the Fire and Police Public Relations Booth.



BEVERAGE TENT OPERATION

Volunteers will be needed for each of the following jobs.

MINIMUM STAFFING BEFORE 2PM ON SAT AND SUN

8 plus a Captain

CASH REGISTERS/ORDERS – 3

POURERS - 2

RUNNERS - 3

CAPTAIN -1

MINIMUM STAFFING FRIDAY NIGHT AND AFTER 2 ON SAT AND SUN

12 plus a Captain

CASH REGISTER/ORDERS – 3

POURERS - 3

RUNNERS – 6

CAPTAIN -1

CASH REGISTER/ORDERS

Card and wristband patrons

Take order and repeat to runner

Ring products in cash register and give change

Expedite lines and direct patrons to pick-up

*Optional-provide cash register receipt to runner

POURERS

Pour draft beer from assigned spigots.

RUNNERS

Get products

Deliver order to patron

Have two runners per register during busier times.

CAPTAIN

Conduct starting and ending product inventory and cup count with SLAF distribution team

Monitor inventory and stock products

Open wine bottles and tap kegs as needed

Call for change orders

Make money drops as necessary

***SLAF BAR MANAGER ROLE**

Assist when needed to open wine product, tap kegs.

Monitor service speed, inventory, and cash handling procedures.

Beverage Booth Layout



Beverage Booth Layout



HELPFUL HINTS

Cups

The Health Department rules state that you never reuse a cup or refill a cup with product. All cups that are spoiled need to be counted and recorded as spoilage.

Free beverages are not to be given to SLAF committee volunteers, Police or anyone else. Special areas are designated in the festival for them to obtain beverages.

Tracking

Cups and product must be inventoried and recorded at the beginning and end of each day. All inventory sheets need to be initialized by the NFP Captain and the SLAF Distribution. On Sunday night at close the notebook with all the original inventory sheets will be left with the SLAF committee member following the count.

End of Day

Two hours prior to closing monitor product and have the minimum amount chilled. Also monitor cups and have only one sleeve per size per product opened. At close, product must be pulled from ice water tanks and placed in cases for counting. On Sunday they must be sorted by product prior to count.

Making Money

1. The key to pouring beer is to get as much product out of the keg as possible! Foam turns into beer – Beer is money. If you throw foam down the drain, you are throwing away your profits.
2. Always pour more than one glass of beer at a time, even if it is to get the foam off of the first glass. Opening and closing the valve puts oxygen into the beer lines and creates foam. The more beer you pour at one time, the better the flow and the more money you make.
3. If beer seems to sit on the table for a length of time and foam is gone- pour fresh beer on the top. Beer tastes better with a little head and beer with no head tastes flat.
4. Make sure you always have beer cups conveniently close to you. If you run out of cups, you have to shut off the tap causing a slowdown of production.
5. Use both hands to pour beer and always have the next cup ready to place under the tap.

**Everyone needs to work together as a team to efficiently pour and serve beer.
The more efficient your team becomes, the more money you will make.**

Always RememberTO HAVE FUN!!

CASH REGISTER BUTTONS

BEER
WHITE WINE
RED WINE
SODA
WATER
CUP OF ICE

Cups Of Ice That Are Given To Patrons MUST be recorded in the Cash Register for Inventory and Efficiency Tracking

PRODUCTS AND PRICES

BEER- DRAFT

STELLA ARTOIS	\$ 5.00
BUD LIGHT	\$ 5.00
MICHELOB ULTRA	\$ 5.00
SHOCK TOP	\$ 5.00
GOOSE ISLAND IPA	\$ 5.00

BEER - CANS

URBAN CHESTNUT ZWICKEL	\$ 5.00
O'DOUL'S	\$ 5.00

WINE

SAUVIGNON BLANC	\$ 6.00
RED BLEND	\$ 6.00

SODA

DR PEPPER	\$ 3.00
DIET DR PEPPER	\$ 3.00
7-UP	\$ 3.00
SNAPPLE SORTA SWEET TEA	\$ 3.00
DEJA BLUE	\$ 3.00

Client#: 2463

CULTURES

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/01/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Insurance Agent or Broker

**Your Business Name
Address**

CONTACT NAME:	
PHONE (A/C, No, Ext): 913 432-4400	FAX (A/C, No):
E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE	
INSURER A: ACE American Insurance Company	NAIC # 22667
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NON LTR	TYPE OF INSURANCE	ADDITIONAL NUMBER (A/C, No, Ext)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		G21436847	08/19/2010	08/19/2011	EACH OCCURRENCE: \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence): \$500,000 MED EXP (Any one person): EXCLUDED PERSONAL & ADJ INJURY: \$1,000,000 GENERAL AGGREGATE: \$5,000,000 PRODUCTS - COMMOD AGG: \$5,000,000 COMBINED SINGLE LIMIT (Per accident): \$ BODILY INJURY (Per person): \$ BODILY INJURY (Per accident): \$ PROPERTY DAMAGE (Per accident): \$ EACH OCCURRENCE: \$ AGGREGATE: \$ WC STATUS: <input type="checkbox"/> OTHER: <input type="checkbox"/>
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> CED <input type="checkbox"/> RETROACTIVE					E.L. EACH ACCIDENT: \$ E.L. DISEASE - EA EMPLOYEE: \$ E.L. DISEASE - POLICY LIMIT: \$
A	Liquor Liability WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ALL OCCASIONAL PART-TIME EXECUTIVE OFFICERS/EMPLOYEES EXCLUDED (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		G21436847	08/19/2010	08/19/2011	E.L. EACH ACCIDENT: \$ E.L. DISEASE - EA EMPLOYEE: \$ E.L. DISEASE - POLICY LIMIT: \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**Certificate holder has been added as additional insured regarding the above mentioned policy per attached
Additional Insured - Designated Person or Organization (CG 2026 Ed.07 13)**

CERTIFICATE HOLDER

CANCELLATION

**Cultural Festivals
225 S. Meramec Ave., Suite 105
St. Louis, MO 63105**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

[Signature]

2016 RESTAURANT APPLICATION / CONTRACT

RESTAURANT NAME: _____

GENERAL INFORMATION

The Saint Louis Art Fair (SLAF) management will select the 2016 Saint Louis Art Fair *Pleasures of the Palate* restaurant/caterer vendors based upon the following criteria: 1) Food Quality; 2) Diversity (**no corndogs, funnel cakes, cotton candy or other “carnival” food**); 3) Ability to successfully prepare and handle foods in an outdoor environment and 4) Food presentation.

You will be contacted immediately regarding the outcome of your application review. The basic participation fee of **\$2500** provides selected vendors with a number of services. \$500 of the fee is refundable should the participating restaurant leave their booth area clean and free of damage, do not exceed the basic electrical hook-up and do not violate the stated rules of participation will have their security deposit check returned.

Restaurant vendors may sell food products only. The Saint Louis Art Fair will vend all beverage concessions (e.g., bottled waters, iced tonic, beer, soda & wine, coffee, tea, liquor, smoothies, shakes, etc.) separately as a direct benefit to the festival program.

Menu items will be approved as submitted. We will only accept a limited number of duplicated menu items, so please be prepared with an alternate selection in the event that we have too many of the same items.

No Restaurant Vendor may let or sublet their booth either entirely or partially, with or without charge. No Restaurant Vendor may solicit or display any corporate logo or sponsorship affiliation of any kind. Only one restaurant per booth. Booth assignments are made at the sole discretion of SLAF.

Booth placement is based on first come, first served. Therefore we must receive the signed contract and half of the booth fee in order to reserve your booth space. Booth assignments are at the sole discretion of SLAF. SLAF reserves the right to alter/change the layout of the Pleasures of the Palate. Vendor will be advised of same prior to the opening of the Art Fair.

This application/contract is designed to provide the best possible service for restaurant vendors at the 2016 Art Fair. If you have any questions about your participation in the Art Fair please contact Laura Miller at 314-863-0292 or lmiller@culturalfestivals.com.

RESTAURANT VENDOR PACKAGE

A restaurant vendor package will include the following elements:

- Booth space measuring 20' x 20'.
- Two 8' tables.
- On-going access to trash dumpsters and 90-gallon trash receptacles.
- Limited access to electricity (two 20-amp circuits). Those requiring electrical service in excess of the standard service provided will be charged an additional fee. The fee will be deducted from your security deposit. Consult the manufacturer's specs for your equipment to determine the exact amp rating.
- A listing in the festival Program Guide.
- A listing on the festival website with a link to your restaurant's website.
- Two (2) menu boards displaying restaurant name, products for sale and prices.

In addition to your cash participation fee, accepted restaurants will be required to:

- Vendor must remain open the hours of the Saint Louis Art Fair: Friday September 9, 5pm-10pm, Saturday September 10, 11am to 10pm, and Sunday September 11, 11am to 5pm (hours are subject to change).
- Provide the festival's VIP Hospitality Center with a one-time contribution of food for at least 200 (e.g., appetizers, fruit, “finger food”).
- Provide all necessary equipment, food, supplies, labor, lighting booth décor; covered tables, and related materials to operate their booth.
- Provide Booth décor; covered tables, menu of food items displayed.
- Obtain a Clayton Fire Department permit for all on-site open fire.
- Obtain a St. Louis County Health Department Permit.
- Possess a properly charged and maintained fire-extinguishing unit (40B:C) in the booth at all times, with personnel trained in its proper operation.
- Be in full compliance with all stated Art Fair rules of participation.
- Attend Restaurant Meeting prior to Art Fair to review expectations and guidelines. Date to be determined.
- Certificate of Insurance naming SLAF as an additional insured.

RESTAURANT VENDOR CONTACT INFORMATION

Restaurant Name: _____ Contact Name: _____

Contact Phone: _____ Contact Cell: _____ E-mail: _____

Street Address: _____ Website: _____

City: _____ State: _____ Zip: _____

Type of Restaurant Operation: _____
 (i.e. Italian, Cajun, Mexican)

MENU ITEMS

Please list your complete menu below. We recommend three items per booth but you are not limited to three. **Once your application has been submitted menu items may NOT be changed.**

Menu Items and Price (No more than 8 items are permitted per restaurant):	Price:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

PHYSICAL BOOTH NEEDS

- Our restaurant will need (please check the appropriate boxes):
- Access to basic electricity (service included in your fee is for two 20-amp circuits).
 - Anticipate access to additional electricity service (additional electrical service will be cosseted-out on an individual restaurant basis).
 - We will plan to use propane or other non-electric grills for food preparation.
 - We plan to use a grill.

PAYMENT

- Standard Booth \$2500 (\$500 refundable if requirements are met)**
- Cashiers Check or Money Order (made payable to Saint Louis Art Fair)**
 (There is a \$50 fee for returned checks)
- Visa** or **MasterCard**

Card #: _____

Exp. Date: _____

Print Name of Cardholder: _____ Billing Address: _____

Card Holder Signature: _____

Mail application and payments to: **Make sure you include**

Saint Louis Art Fair • Completed application
 225 S. Meramec, Suite 105 and signed contract
 St. Louis, MO 63105 along with payment.
 Phone: 314-863-0278
 Fax: 314-863-0418
 www.CulturalFestivals.com

2016 CANCELATION POLICY: Vendors have until July 1, 2016 to cancel with 100% refund. Vendors who cancel between July 2 and August 1, 2016 will receive a \$750 refund. Vendors who cancel after August 1, 2016 will not receive a refund.

RESTAURANT VENDOR TERMS AND CONDITIONS

The agreement signified by this letter is between Saint Louis Art Fair, a Missouri nonprofit corporation, and RESTAURANT, ("Vendor"). Saint Louis Art Fair and Vendor agree as follows:

1. SLAF will use its best efforts to present and promote the 2016 Saint Louis Art Fair, which will include a national-class visual art show and sale, performances on multiple stages, an extensive children's arts education activities area, artist demonstrations, culinary arts vending and more. The festival will be promoted through an extensive advertising campaign including ads, feature coverage and other promotions on television, radio and print.
2. SLAF hereby grants to Vendor the right to participate as a vendor in the 2016 Saint Louis Art Fair (the "Art Fair"), subject to the terms and conditions set forth herein, and pursuant to which Vendor agrees to fulfill its responsibilities.
3. SLAF reserves the right to decline food vendor applications or adjust booth assignments based upon: application guidelines and food vendor history; product equality, appropriateness or repetition; space availability and site layout considerations; booth appearance and other pertinent factors determined solely by SLAF.
4. The terms and conditions of the Restaurant Handbook as amended from time to time by SLAF, which shall be provided to Vendor prior to the Event, shall be considered a part of this contract. Vendor is responsible to review the Restaurant Handbook carefully and be familiar with the terms and conditions therein.
5. SLAF will use its best efforts to produce a magazine-style Program Guide for broad distribution prior to and at the Art Fair. As a participating vendor, Vendor will receive complimentary listing and recognition in the Program Guide's Pleasures of the Palate section. If Vendor desires to purchase any additional promotional space in the Program Guide, SLAF reserves the right to approve or disapprove any copy or images submitted by Vendor for such purpose.
6. Subject to SLAF's rights of prior written approval (which shall not be unreasonably withheld), Vendor will have the right during the period from two months prior to the opening of the Art Fair until two months after the closing of the Art Fair to indicate, in connection with the advertising and promotion of Vendor's business, that Vendor is a participating vendor at the Art Fair and to use the Art Fair name in connection therewith.
7. Vendor will provide SLAF with an appropriate Certificate of Insurance, naming SLAF as an additional insured pursuant to a general liability insurance policy that includes coverage for damages related to Vendor's products with a minimum coverage of \$1,000,000.
8. SLAF will have the right to identify Vendor as a participating vendor and use Vendor's business name and trademarks to so identify Vendor in advertising and promoting the Art Fair.
9. In the event that the Art Fair does not take place due to any cause beyond the reasonable control of SLAF, this agreement will terminate and SLAF's only obligation will be to return to Vendor the fee paid hereunder less any direct out-of-pocket expenses related to providing services to or on behalf of Vendor incurred by SLAF prior to the date of termination. SLAF may, if required by *force majeure* or other reasons beyond its control, postpone or shorten the Art Fair hours. Vendor shall have no right or claim for any damages whether direct, indirect or consequential, or of any other kind, arising or alleged to arise by reason of any postponement, limitation, or cancellation of the Art Fair. SLAF will not be obligated to return or pay for any in-kind contribution of goods received up until the date of termination.
10. In consideration of all rights granted to Vendor as set forth herein, including participation in the Art Fair and for association with the event, Vendor has paid a cash participation fee to SLAF of \$2,500.00. Vendor is entitled to retain all proceeds from the sale of its products and is responsible for the payment of all costs and expenses related thereto, including without limitation applicable personnel wages, equipment rental, product and supply costs, licenses and permits, all federal, state and local taxes.
11. \$500 of the participation fee will be refunded to the Vendor following the Art Fair less any costs SLAF may incur in dealing with and/or disposing of any excessive waste left on-site by Vendor, damages caused by Vendor or its agents or otherwise to the site or rental equipment and additional costs incurred by SLAF by reason of the violation by Vendor of SLAF's stated guidelines and policies of participation in the Art Fair. The \$500 is not a limit on Vendor's liability for any foregoing.
12. Vendor, for itself and all of Vendor's employees and agents, agrees to conscientiously comply with the established SLAF culinary arts guidelines, as well as St. Louis County and City of Clayton policies and procedures (as detailed herein and in the Restaurant Application for Participation) and to adhere to all reasonable directives of SLAF management. Failure to comply with established SLAF guidelines, policies, procedures or reasonable directive may result in, among other things, immediate closure of Vendor's vending location, partial or complete loss of the security deposit, and disqualification from future participation, all without any liability to SLAF.

RESTAURANT VENDOR TERMS AND CONDITIONS

- 13. SLAF will provide Vendor with one space that is 20' long and 20' deep. The booth will be equipped with two 8' folding tables. Booth placement is based on first come, first served. Therefore we must receive the signed contract and half of the booth fee in order to reserve your booth space. Booth assignments are at the sole discretion of SLAF. SLAF reserves the right to alter/change the layout of the Pleasures of the Palate. Vendor will be advised of same prior to the opening of the Art Fair.
- 14. SLAF will provide vendor with two 20-amp circuits. Vendors requiring electrical services in excess of the standard service provided will be charged for additional electric and labor. The balance due to SLAF will be deducted from the Vendor's security deposit. Should a vendor loose power they are to immediately contact CF staff. Do not attempt to plug in to another outlet, all outlets have been assigned for maximum wattage. The on-site electrician will come to your booth to assess the situation. Trying to reconfigure the electric your self may result in tripping the panel and complete loss of power to the area (not just your booth). It is the vendor's responsibility to check and recheck this situation. CF is not responsible for the negligence of the Vendor, should the vendor (or his neighbor) be found tampering with the electric.
- 15. SLAF will provide two (2) menu boards for your restaurant's booth. The menu boards will include your restaurant name, menu items, and prices. They may not be altered in any way without approval of SLAF. Vendors who attempt to alter their sign will be asked to leave the show. If the sign must be changed after printing due to the fault of the restaurant vendor, the cost will be deducted from the security deposit. If the mistake belongs to SLAF, we will cover the expense.
- 16. Vendor shall provide a one-time contribution – sampling of food for 200 persons to be served in the SLAF VIP. Both parties shall agree upon the food item. Failure to donate my forfeit your security deposit.
- 17. Vendor agrees to set up the equipment and materials required for its booth, and to initially stock its booth with food and supplies, between 12:00 Noon and 4:00 p.m. on Friday, September 9, 2016. Vendor agrees to restock its booth as fully as possible during the time window between 7:00 a.m. and 10:00 a.m. prior to the opening of the Art Fair on Saturday and Sunday. Vendor agrees to maintain its booth and the immediate surrounding area in a neat, clean, and orderly condition throughout the Art Fair.
- 18. Vendor agrees to remain open throughout the established public hours of the Art Fair and to be prepared with adequate product and personnel to accommodate projected Art Fair crowds. The 2016 Art Fair hours are 5:00 p.m. to 10:00 p.m. on Friday, September 9, 11:00 a.m. to 10:00 p.m. on Saturday, September 10 and 11:00 a.m. to 5:00 p.m. on Sunday, September 11.
- 19. Vendor is expected to participate in the culinary arts contest during the Art Fair on Saturday afternoon and to supply reasonable quantities of the food selections offered for sale by Vendor for judging purposes.
- 20. Vendor agrees not to serve beverages of any type at the Art Fair. Under no circumstance may a Vendor sell or sample any type of beverage(s). If a Vendor is found selling/sampling beverages, they will be asked to cease selling the beverages immediately. If the Vendor continues to sell beverages after they have been asked to stop, the booth will be closed immediately and banned from participation in future years.
- 21. Vendor agrees not to substitute menu items without prior approval of SLAF Executive Director. SLAF staff will view the Vendor booths beginning on Friday evening and will intermittently review Vendor booths throughout the weekend.
- 22. Vendor agrees to remove all equipment, supplies, and other materials brought by Vendor to its booth, and to properly dispose of all trash and other waste materials (grease) from its booth between the hours of 5:00 p.m. and 9:00 p.m. on Sunday, September 11 (and at no other times).
- 23. No restaurant may let or sublet their booth either entirely or partially with or without charge. No restaurant may solicit or display any corporate logo or any sponsorship affiliation of any kind. No restaurant may disseminate coupons, flyers or brochures outside of their booth space. Any restaurant booth in violation of this policy will be immediately closed and will forfeit all fees and the right to participate in any future Art Fair.

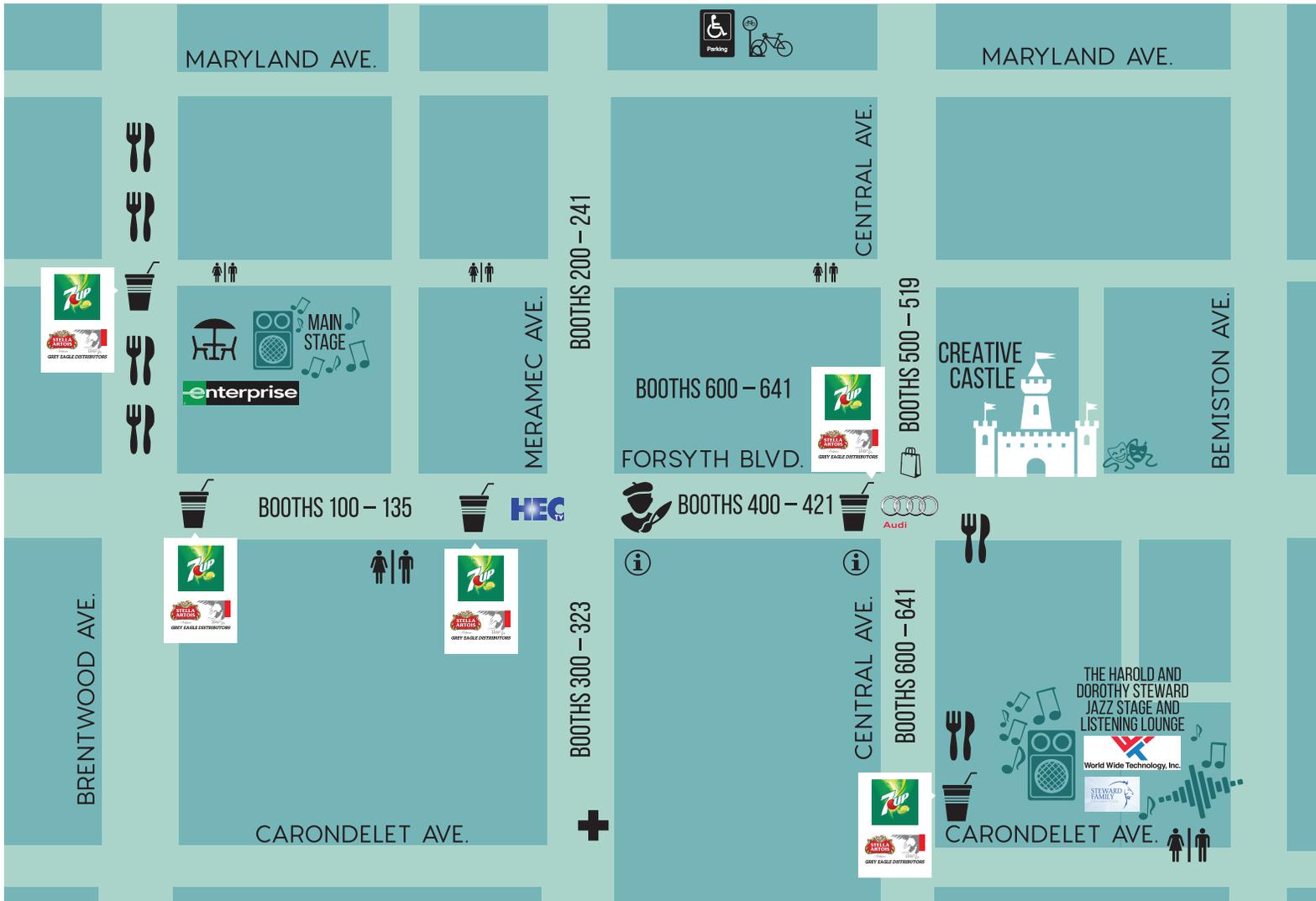
2016 CANCELLATION POLICY: Vendors have until July 1, 2016 to cancel with 100% refund. Vendors who cancel between July 2 and August 1, 2016 will receive a \$750 refund. Vendors who cancel after August 1, 2016 will not receive a refund.
 THIS APPLICATION / CONTRACT WILL SERVE AS YOUR INVOICE AND RECEIPT
I accept the terms and conditions of this contract.

Signature: _____ Date: _____

Print Name: _____ Title: _____

MAP OF THE ART FAIR

ART FAIR HOURS:
 FIRDAY: 5:00 PM – 10:00 PM
 SATURDAY: 11:00 – 10:00 PM
 SUNDAY: 11:00 – 5:00 PM



MAP KEY

RESTURANTS

GARDEN SEATING

INFORMATION BOOTH

EMERGING ARTIST BOOTH

BATHROOMS

POP-UP BOUTIQUE

FIRST AID

PERFORMING ARTS STAGE
 SUPPORTED BY
 WILLIAM T. KEMPER
 FOUNDATION-
 COMMERCE BANK,
 TRUSTEE

BEVERAGE BOOTH
 SPONSORED BY: STELLA
 ARTOIS BEER AND 7UP

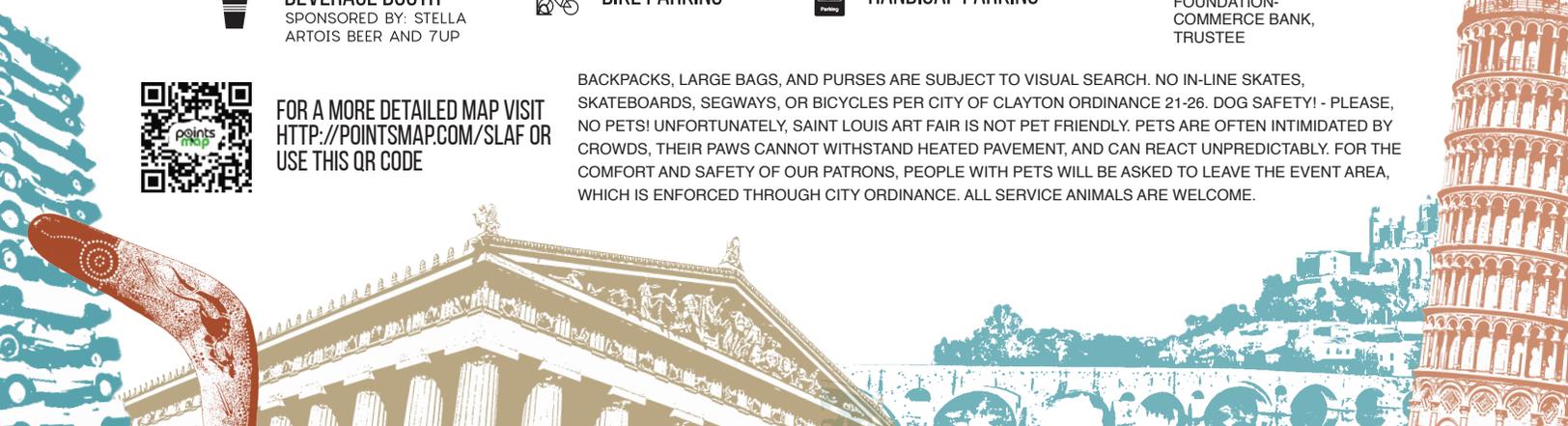
BIKE PARKING

HANDICAP PARKING



FOR A MORE DETAILED MAP VISIT
[HTTP://POINTSMAP.COM/SLAF](http://pointsmap.com/slaf) OR
 USE THIS QR CODE

BACKPACKS, LARGE BAGS, AND PURSES ARE SUBJECT TO VISUAL SEARCH. NO IN-LINE SKATES, SKATEBOARDS, SEGWAYS, OR BICYCLES PER CITY OF CLAYTON ORDINANCE 21-26. DOG SAFETY! - PLEASE, NO PETS! UNFORTUNATELY, SAINT LOUIS ART FAIR IS NOT PET FRIENDLY. PETS ARE OFTEN INTIMIDATED BY CROWDS, THEIR PAWS CANNOT WITHSTAND HEATED PAVEMENT, AND CAN REACT UNPREDICTABLY. FOR THE COMFORT AND SAFETY OF OUR PATRONS, PEOPLE WITH PETS WILL BE ASKED TO LEAVE THE EVENT AREA, WHICH IS ENFORCED THROUGH CITY ORDINANCE. ALL SERVICE ANIMALS ARE WELCOME.

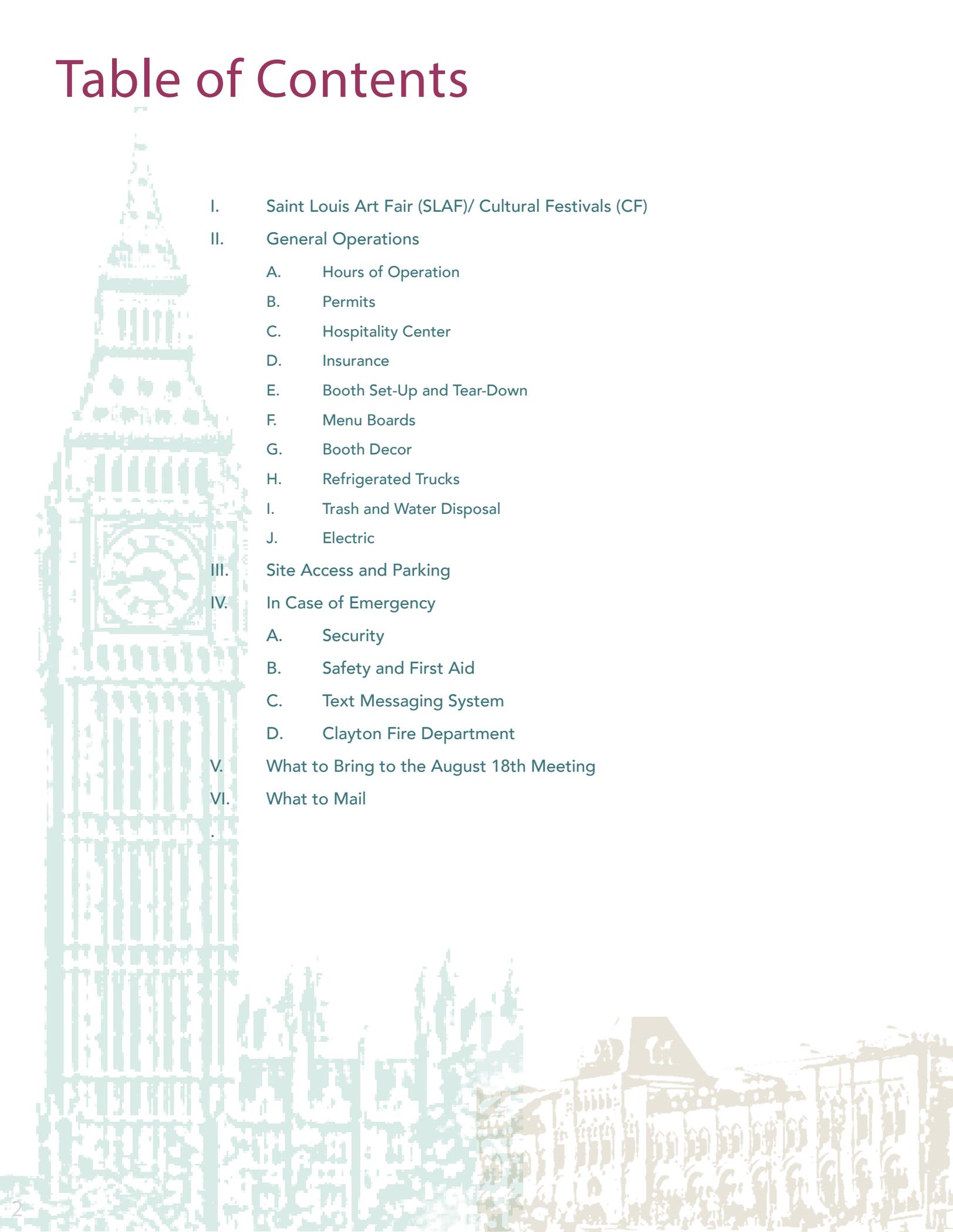




saint louis
ART FAIR

RESTAURANT GUIDE 2016

Table of Contents

- 
- I. Saint Louis Art Fair (SLAF)/ Cultural Festivals (CF)
 - II. General Operations
 - A. Hours of Operation
 - B. Permits
 - C. Hospitality Center
 - D. Insurance
 - E. Booth Set-Up and Tear-Down
 - F. Menu Boards
 - G. Booth Decor
 - H. Refrigerated Trucks
 - I. Trash and Water Disposal
 - J. Electric
 - III. Site Access and Parking
 - IV. In Case of Emergency
 - A. Security
 - B. Safety and First Aid
 - C. Text Messaging System
 - D. Clayton Fire Department
 - V. What to Bring to the August 18th Meeting
 - VI. What to Mail

I. SAINT LOUIS ART FAIR (SLAF) CULTURAL FESTIVALS (CF)



CINDY LERICK
President and Executive Director
Email: clerick@saintlouisartfair.com



LAURA MILLER
Deputy Director
Email: lmiller@saintlouisartfair.com



STEPHEN KING
Emerging Artist Project Coordinator



MARISA HENDEL
Event Coordinator
Email: mhendel@saintlouisartfair.com



JACCI ROSS-HERTEL
Volunteer Coordinator
Email: Jross-hertel@saintlouisartfair.com



BECKY GENOWAYS
Program Specialist



ANNA MATECKI
Graphic Design Intern



LEOR SHOMRONI
Volunteer Extraordinaire



LAKODA HOFFMAN
Event Intern



BRITTANY LAVY
Graphic Design Intern



PAMELA DEVINE
Graphic Design Intern



LAINE JOHNSON
Social Media Intern

THE SAINT LOUIS ART FAIR (SLAF) is produced by Cultural Festivals (CF), a not-for-profit corporation. Cultural Festivals is governed by a Board of Directors and is supported through corporate sponsorships, foundations, private donations, earned income, and public & private agency grants.

MISSION

To present high-quality arts experiences in easy-access environments.

LEADERSHIP

Two full-time professional staff members
One Event Coordinator
One Volunteer Coordinator
One Program Specialist
Five interns
One Volunteer Extraordinaire
Fifteen Volunteer Committee Chairs
1000 Volunteers

II. GENERAL OPERATIONS

A. Hours of Operation

Friday, September 9:
Set-up begins at 11:00 am

Festival Hours:

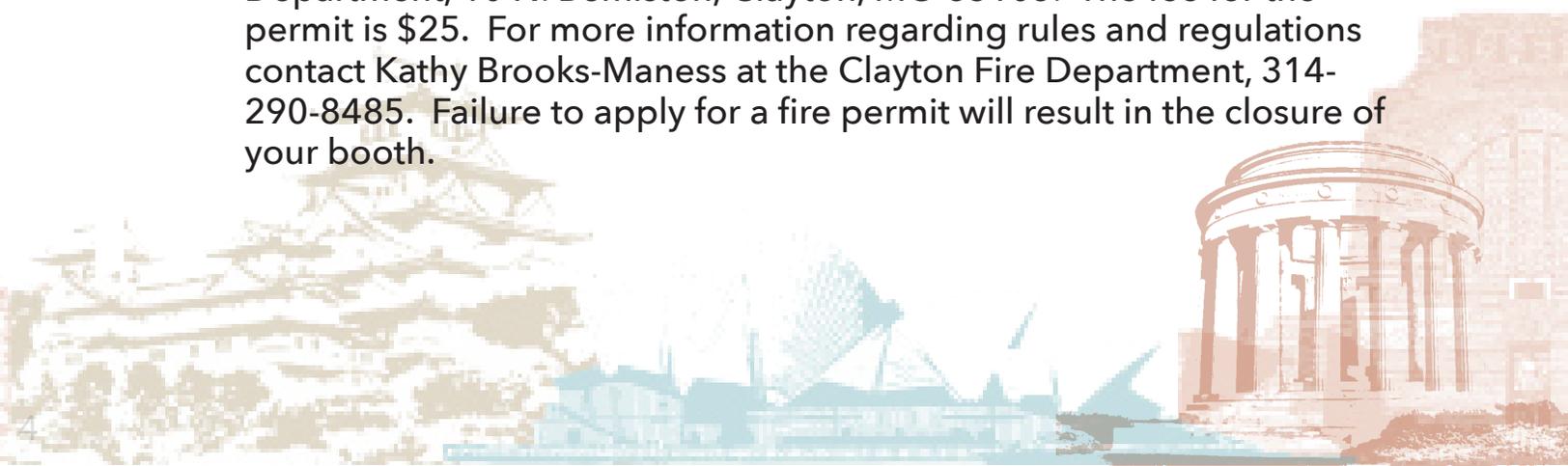
Friday, September 9	5:00pm - 10:00pm
Saturday, September 10	11:00 am - 7:00 pm
Sunday, September 11	11:00 am - 5:00 pm

Vendors are required to remain open throughout the established hours listed above and should be prepared with adequate food supplies to serve customers throughout the entire event.

B. Permits

St. Louis County Department of Health requires each participating restaurant to fill out the enclosed Temporary Food Service Permit. The fee for this permit is \$35. The permit should be returned by Wednesday, August 24 directly to the Department of Health, 4562 Lemay Ferry Rd., St. Louis, MO 63129. If you have any questions regarding the permit contact Greg Oberlohr at 314-615-4040. Failure to apply for a health permit will result in the closure of your booth.

Restaurant Vendors must also apply for a Fire Safety Permit from the Clayton Fire Department. Enclosed you will find the permit to complete and return no later than August 24 to the Clayton Fire Department, 10 N. Bemiston, Clayton, MO 63105. The fee for the permit is \$25. For more information regarding rules and regulations contact Kathy Brooks-Maness at the Clayton Fire Department, 314-290-8485. Failure to apply for a fire permit will result in the closure of your booth.



C. Hospitality Center

Vendor must provide a one-time donation of food for two hundred (200) persons for the Art Fair VIP/Artist Hospitality Center. Please provide a food item from one of the following categories: appetizer, vegetarian, fruit, ethnic, salad, meat, or dessert. The Special Events Committee will contact each Vendor to make arrangements for delivery. We encourage you to take full advantage of the VIP/Artist Hospitality Center by showcasing your restaurant to potential guests. You are welcome to have a sign with your restaurant name as well as menus placed next to your donated food item.

Please bring the enclosed Hospitality form with you to the restaurant meeting on Thursday, August 18 at Clayton City Hall, 10 N. Bemiston (Council Chambers). The Hospitality Center form can be found in your mailing.

D. Insurance

Vendors must provide Cultural Festivals with an appropriate Certificate of Insurance, naming Cultural Festivals as an additional insured pursuant to a general liability insurance policy that includes coverage for damages related to Vendor's products with a minimum coverage of \$1,000,000. Please bring this form with you to the restaurant meeting on Thursday, August 18 at Clayton City Hall, 10 N. Bemiston (Council Chambers) or fax to 314-863-0418.

E. Booth Set-Up and Tear-Down

Set-up begins at 11:00 am on Friday, September 9. Your booth must be set-up and ready to serve the public by 5:00 pm. All vehicles must be off site by 3:30pm

Restaurant vendors are required to provide all necessary equipment, food, ice, supplies, labor, booth decor, lighting and related materials to operate their booth. PLEASE DO NOT TRY TO PURCHASE ICE FROM THE FESTIVAL BEVERAGE BOOTHS.

Vendors must initially stock their booth with food and supplies between 11:00am and 4:00 p.m. on Friday. Vendors may re-stock their booths (via use of a car) between 8:00 a.m. and 10:00 a.m. prior to the opening of the Art Fair on Saturday and Sunday.

Please Note: No restaurant may let or sublet their booth either entirely or partially with or without charge. No restaurant may solicit or display any corporate logo or any sponsorship affiliation of any kind. No restaurant may disseminate coupons, flyers or brochures outside of their booth space. Any restaurant booth in violation of this policy will be immediately closed and will forfeit all fees and the right to participate in any future Art Fairs.

Cultural Festivals reserves the right to:

- Change the location of allocated space;
- Slightly reduce or increase the size or shape of space allotted;
- Alter entrances and exits to and from the site;
- Undertake other structural alterations.

CF WILL PROVIDE:

- Booth shell and canopy cover measuring 20' wide x 20' deep
- (2) 8' long tables
- (2) 20 amp circuits
- Access to 90-gallon trash receptacles
- Access to a refrigerated truck for food storage
- (2) Menu Boards that must be displayed

Tear-down begins promptly at 5:00 p.m. on Sunday, September 11. Vendors must remove all trash from their booth and place in the 90-gallon receptacles located throughout North Brentwood. If trash is not removed from your area, you will forfeit your security deposit. Please do not bring vehicles on-site until 6:00 p.m. CF staff will remove tents and tables.



F. Menu Boards

Cultural Festivals will provide a menu board for your booth. The menu boards will include your restaurant name, menu items, and prices. They may not be altered in any way without approval from CF.

Once you sign off on the proposed menu and pricing, you may not tape over, change prices, or alter the sign in any way without the approval of the CF staff.

CF will provide Food Vendors with SOLD OUT stickers to place on menu boards once you have sold out of a particular item.

Vendors who attempt to alter their menu will be asked to leave the show. If the sign must be changed after printing due to fault of the restaurant vendor, the cost will be deducted from the security deposit. If the mistake belongs to CF, we will cover the expense.

CF will vend all beverage concessions (e.g., beer, soda, bottled waters, wine etc.). Under no circumstance may a restaurant vendor sell or sample any type of beverage(s). If a restaurant vendor is found selling/sampling beverages, they will be asked to cease selling the beverages immediately. If the restaurant vendor continues to sell beverages after they have been asked to stop, the booth will be closed immediately and banned from participation in future years.



G. Booth Decor

We encourage you to be creative and festive when decorating your booth. Remember, your decor is representative of your restaurant.



H. Refrigerated Trucks

With advance request, CF will provide limited access to a refrigerated truck for daily storage of food. The refrigerated truck will be located in the parking lot behind the Main Stage (see map). Each vendor requesting space in advance will receive a storage area approximately a 3' long, 2' wide, 6' high inside the truck. We encourage you to take advantage of the refrigerated trucks that we provide. We are not able to accommodate any other refrigerated trucks.

I. Trash and Water Disposal

Each restaurant will have access to 90-gallon waste wheelers located in the street along North Brentwood Boulevard.

Please do not dispose of large amounts of trash in these containers. CF has a number of large open top containers around the festival site that may be used for large amounts of trash. Upon request, CF will provide barrels for ash disposal at the end of the festival on Sunday evening. Restaurants will be responsible for ash removal up until Sunday. Ash barrels will be placed on the street Sunday evening at tear down.

Restaurants are responsible for disposal of grease. Do not dispose of grease or ash in the 90-gallon waste wheelers or any other trash receptacle. A container for water disposal will be located in the lot behind the Main Stage. Potable water will be available in the same location.

If a restaurant is found placing grease or ash in trash receptacles they will be asked to leave immediately and will forfeit their security deposit.

J. Electric

In the packet you will find an electric form. Each restaurant vendor must submit this form listing all equipment that will require electricity. SLAF provides 2 - 20amp circuits. Any additional power requirements should be marked on the electrical form. Payment for additional electric is due prior to the event, any order placed onsite will incur an additional 25% charge. Forms and any additional fees are due at the restaurant meeting on Thursday, August 18. **In the event an order is placed onsite the cost will be deducted from your security deposit.**

Should the power in your booth trip/shut off please contact Becky Genoways immediately at (c) 815-978-5528. An electrician is on-site during the festival hours to handle electrical problems. It is important that your equipment is in good working condition and that you do not overload the circuit. If the circuit trips it shuts the power off to all the restaurant booths and could potentially cause you or a fellow participating restaurant to lose food due to lack of refrigeration. Example: Do not unplug someone else's equipment to plug in your equipment.

CF is not responsible for loss of power due to the negligence of participating restaurants.

III. SITE ACCESS AND PARKING

All vendors and delivery vehicles must enter and exit the Art Fair site via North Brentwood Boulevard at Maryland. While unloading your vehicle please park along the curb to allow other vehicles to pass. Once your vehicle is unloaded we ask that you remove it from the site.

Your Restaurant Site Access Pass will be distributed to you at the restaurant meeting. The site access pass must be hung in the rear view mirror of your vehicle at all times or access to the Art Fair site will not be permitted. Any vehicle parked on the festival site without a proper parking pass will be towed at the owner's expense. Please be prepared to show a photo ID as you enter the site. All vehicles are subject to search by the Clayton Police Department.

Parking is on a first-come first-served basis. All street meter parking in Clayton will be free to the public throughout the weekend.

Click on www.metrostlouis.org for detailed route maps or call the transit information Line in Missouri 314.231.2345 or Illinois 618.271.2345.

IV. IN CASE OF EMERGENCY

A. Security

The Clayton Police Department has taken measures to ensure adequate security for the festival. The Art Fair site will be routinely patrolled from the time the streets are closed to prepare the festival site until the streets are re-opened to traffic after the site has been cleared. Both uniformed and plain-clothed police officers will be on duty.

B. Safety and First Aid

The First Aid Booth is located on South Meramec. If you are in a position to respond to a person who has been involved in an accident, we ask that you follow these guidelines:

Report any unsafe conditions, situations or guests to a committee person, staff member or police officer.

If you see a suspicious package or item of any kind:

- Immediately locate a police officer. Clearly describe the item and its location.

- Do not use your cell phone.

In case of serious injury or illness:

- Locate a radio-equipped committee member, staff member or police officer who will then contact the on-site paramedics immediately.

- Do not attempt to move anyone who may be injured. Stay with the individual until help has arrived.



In the event of an accident, we will make a formal accident report. Please remain at the scene until City of Clayton personnel have completed a report.

If a crowd has gathered around an accident or injury scene, please cooperate with police and CF staff in providing the victim adequate space.

The Art Fair has developed extensive plans to deal with unexpected emergencies and severe weather. In the event of such occurrences, look to police officers and CF staff for direction.

C. Text Messaging System

Catchwind Text Messaging System: SLAF will utilize a text messaging system throughout the weekend keeping you updated on weather conditions. You will receive the message from a short code **72466**, it will not say Cultural Festivals. SLAF staff will also follow up with a personal visit to each booth.

We ask that you comply with both CF Staff and City of Clayton officials in the event of an emergency.

Cultural Festivals has designated several temporary mass shelters around the festival site. We have chosen the parking garage at 8182 Maryland Ave. for Restaurant Vendors. A committee chair will be stationed at this shelter, keeping you informed of the situation.

In the event that a tent blows over, the Health Department requires the restaurant vendors to use tarps to cover any food that could potentially be exposed to the elements. This will keep you from having to discard food items.

D. Clayton Fire Department

All booths must obtain a permit from the Clayton Fire Department. For your convenience, a permit application request is in your packet. The fire department has developed a Special Event Permit and fee for events such as the Art Fair as well as other "special events" that are held in the City of Clayton. The fee for this permit is \$25.00.

All booths using Liquefied Petroleum (LPG) must obtain an LP Gas permit from the Clayton Fire Department. Please note on your application if you will be using LP Gas.

All booths must have at least one (1) approved fire extinguisher. Booths with heating or cooking units for deep frying must ALSO have a portable fire extinguisher with a minimum rating of 40B:C or an approved Type "K" extinguisher.

Do not store charcoal or other combustibles under or near BBQ pits or near other cooking appliances.

The Clayton Fire Department will inspect all booths, making sure you have the proper equipment. In the event of a fire, evacuate the booth, send a staff member to the Police/Fire Command Booth (located on South Meramec) for help and if possible douse the flames with your extinguisher.

V. WHAT TO BRING TO THE AUGUST 18TH MEETING

- Certificate of Insurance
- Electrical Form
- Hospitality Form

VI. WHAT TO MAIL

- Fire Safety Permit
Clayton Fire Department, 10 N. Bemiston, Clayton, MO 63105.
- Temporary Food Service Permit
Department of Health, 4562 Lemay Ferry Rd., St. Louis, MO 63129



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/2/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Your Insurance Company Name and address.	CONTACT NAME: _____ PHONE (A/C, No. Ext): _____ FAX (A/C, No): (210) 829-7636 E-MAIL ADDRESS: _____													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A :														
INSURER B :														
INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
INSURED Your Name and address														

COVERAGES **CERTIFICATE NUMBER: CL1473113465** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability			MKP00525		09/14/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ min. of 300,000 MED EXP (Any one person) \$ min. of 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Liquor Liability \$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
	A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			MKP00525	8/19/2014	8/19/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
		A	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			MKP00525	8/19/2014	8/19/2015
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below								
WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$								

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Cultural Festivals
 225 S. Meramec Ave., Suite 105
 St. Louis, MO 63105

CERTIFICATE HOLDER **CANCELLATION**

Cultural Festivals 225 S. Meramec Ave., Suite 105 St. Louis, MO 63105	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE must have signature
---	---