

Brentwood Days

September 20 and 21, 2019

Brentwood Park, 9100 Russell Ave

Brentwood, MO 63144

314.963.8689 | www.brentwoodmo.org



RULES AND REGULATIONS

All vendors approved to participate in Brentwood Days must comply with all of the conditions as listed below.

Section 1. Event Date and Time

Date	Set-up Time	Hours of Operation	Tear-Down Time
Friday, September 20, 2019	2:30 - 4 p.m.	5 - 10 p.m.	N/A
Saturday, September 21, 2019	9 a.m. - 12 p.m.	1 - 9:00 p.m.	Following Fireworks (begin at 9 p.m.)

- All vendors are required to participate during the entire festival September 20 and 21, 2019.
- Set-up and tear-down times are to be observed and are subject to crowd dispersal.
- At the event's conclusion, following approval by the Brentwood Parks and Recreation, vendors will be allowed to bring vehicles back to the park.
- St. Louis County will perform food inspection on Friday between 3:00 - 5:00 p.m.
- All booth vehicles must be off the fairgrounds by the end of the set-up time for the safety of pedestrians.
- City personnel will be available at the information booth and at the entrance to the park to answer any questions.

Section 2. Booth Information

- Participation as a Brentwood Days vendor in the past does not guarantee the same booth location as before.
- Booth assignments will be on a first come, first serve basis as determined by application postmark.
- All booths are located in Brentwood Park.
- No pets are allowed in the booths or within Brentwood Park, except service animals.
- Refer to the Vendor Application for available booth sizes and fees.
- Keep all packing material out of sight.
- All booths are to be safely arranged in a manner that presents no hazards to the public.
- Vendors will be responsible for supplying their own ice.
- The use of staples, tacks, and nails is prohibited and will result in additional charges. If tape is used, it must be completely removed afterwards. Please leave the table and two chairs that are supplied in the booth when leaving at the end of the festival. Invoices will be issued for any missing items.
- All bars on the tent must be replaced at the end of the day. This will lend more stability to the tent in case strong winds transpire overnight. At the end of the festival, all personal belongings must be removed from the tent as they are dismantled immediately following the fireworks.

Section 3. Merchandise

- The City of Brentwood reserves the right to remove questionable merchandise or displays.
- The City of Brentwood reserves the right to limit items and duplications by vendors.
- Vendors are responsible for collection and payment of Missouri Sales Tax.
- Not-for-profit organizations must provide their certificate from the State of Missouri regarding their not-for-profit status.

Section 4. Vehicles

- Vehicles entering the vendor area must be approved (see Vendor Application) prior to entry to vendor area.
- Vehicles must be out of the vendor area one hour prior to the grounds opening.
- Please drive slowly while traveling in the vendor area.
- Only licensed drivers are permitted to operate vehicles within the vendor area.
- Vendors are asked to park in the designated space, located north of the park, south of Russell Ave.
- During tear-down, all vehicles parked in the vendor area must leave ample space for other vehicles to navigate.

Section 5. Clean Up

- Please leave your booth space free of trash and debris. Trash containers will be available for your use.
- Booth spaces needing to be cleaned after the vendor has left may result in vendor being prohibited from future City of Brentwood events.

Section 6. Security

- The Brentwood Police Department and City personnel will be patrolling vendor areas during normal Brentwood Day hours. Although security patrols the fairgrounds, the City is not responsible for unattended personal belongings.
- Overnight Security is not provided.
- Vendors are responsible for securing and protecting their booth, equipment, and merchandise.

Section 7. Waiver of Liability

Vendors retain sole responsibility to their merchandise through Brentwood Days. Vendors shall release, indemnify, defend and hold harmless City of Brentwood, 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 of property damage of any kind whatsoever resulting from or connected to the operation of Vendor's Brentwood Days booth.

*As a condition precedent to participating as a vendor in Brentwood Days, a vendor shall secure insurance coverage in the amount of \$1,000,000 per occurrence, with the City of Brentwood, Missouri named as an "Additional primary insured" and shall further require its insurer to acknowledge that "this insurance is primary to the insurance coverage held by the City of Brentwood, Missouri shall be non-contributory" on both the Certificate of Coverage and on a separate Additional Insured Endorsement. Vendors shall demonstrate compliance with the coverage and additional insured requirements by submitting **a copy of a Certificate of Coverage and the separate Additional Insured Endorsement to the City of Brentwood on or before August 20, 2019.** Required coverage can be provided by commercial general liabil-*

Section 8. Application Process

In an effort to streamline our process, we are funneling all vendor questions and applications to Jason Troop at jtroop@brentwoodmo.org.

Please comply with the following directions:

- Read all of the Brentwood Days Rules and Regulations. These will address most of your questions and concerns.
- Complete the Brentwood Days Vendor Application and determine the appropriate booth fee. All money order or cashier's checks should be made payable to: *The City of Brentwood* prior to acceptance.
- Please contact 314.963.8683 for credit card payments.
 - All vendors are responsible for Health Department Compliance prior to submitting your application to be a vendor.
- Return your completed application with payment, either by mail or in-person to:
Brentwood Parks & Recreation
Attention: Jason Troop
2505 S. Brentwood Blvd.
Brentwood, MO 63144
- Deadline for applications to be submitted is Wednesday, August 7, 2019.
- The City of Brentwood reserves the right to deny any application.
- If, after reviewing all of the information provided, you still have question, please submit those via email to Jason Troop at jtroop@brentwoodmo.org.

Section 9. Vendor Signature

All vendors are required to sign in the space provided at the bottom of this form for Brentwood Rules and Regulations

Vendor Signature: _____

Date: _____