

GYPSY CARAVAN 2008
OUTDOOR MERCHANDISE VENDOR CONTRACT
University of Missouri-St. Louis
Memorial Day, Monday, May 26, 2008

Gypsy Caravan is presented by the Saint Louis Symphony Volunteer Association (hereinafter known as the Volunteer Association for the purpose of this contract).

This Agreement is made between the Volunteer Association and

BUSINESS NAME: _____

CONTACT'S NAME: _____

(hereinafter known as the Vendor), for **GYPSY CARAVAN 2008** to be held on the campus of the University of Missouri St. Louis on Memorial Day, Monday, May 26, 2008.

GYPSY CARAVAN will be open to the public from 7:00 a.m. – 5:00 p.m., regardless of weather. Each visitor 12 years of age and older will be charged an admission fee to enter the exhibition area.

VENDOR AGREES TO:

1. **Pay by CASHIER'S CHECK or MONEY ORDER** the sum specified below for the type of booth space requested plus any applicable additional fees. Gypsy Caravan **cannot** accept credit cards or debit cards for payment.

- a. **Please note that you must contract for the type of space that will accommodate the vehicle(s) you will bring on site.**

Make CASHIER'S CHECK or MONEY ORDER payable to "Gypsy Caravan."

Mail completed and signed contract materials and payment to:

GYPSY CARAVAN
SAINT LOUIS SYMPHONY ORCHESTRA
718 North Grand Blvd.
St. Louis, MO 63103

Receipt of payment and signed contract materials will reserve space.

No refunds under any circumstances.

2. Refrain from the possession, display, sale or distribution of the following: animals, firearms of any kind, weapons of any kind, literature that would be considered profane, pornographic in nature or promoting political or religious groups.
 - a. Weapons are defined as anything that may be considered a weapon including but not limited to operational, non-operational, antique, material make-up – plastic or metal, knives, cutlery, guns, swords, explosives, etc.
3. Refrain from selling or serving any type of food and/or beverages, from holding raffles, from playing loud music.
4. Refrain from the possession, distribution or use of any illegal substances.
5. Pay all state and local sales taxes to the proper authorities.
 - a. Please list below the names and addresses of **all parties who will be selling from your booth. All parties must file and pay applicable sales taxes.**



6. Notify the Volunteer Association of any changes in the names and addresses listed in #5 or in the items to be sold. **Please Note: Contracts are not transferable.**
7. Check in and set up between **9:00 a.m.** and **6:00 p.m.** on **Sunday, May 25, 2008.**
 - a. After setting up, Vendor is to remove vehicle(s) from the exhibition area unless vehicle(s) will remain parked in the Vendor's booth space until after 5:00 p.m., Monday, May 26, 2008.

- b. **A fee of \$150 per vehicle will apply if on Monday, May 26, 2008, Vendor brings any vehicle(s) into or out of the exhibition area.** Exceptions will be made in cases of physical disability.
 - c. When returning to site on Monday, May 26, 2008, Vendor is to park vehicle(s) in a designated parking area and return on foot to the exhibition area.
8. **Remain open for business from 7:00 a.m. until 5:00 p.m. on Monday, May 26, 2008.**
 - a. Between 6:30 a.m. and 5:00 p.m. on Monday, May 26, 2008, no moving vehicles, except emergency vehicles, staff carts and specific service vehicles, will be permitted in the exhibition area.
 - b. **No exceptions will be made.**
9. Have all workers wear Gypsy Caravan I.D. wristbands at all times from Check-in until departing site at the conclusion of the event on Monday, May 26, 2008.
 - a. **No exceptions will be made.**
 - b. Each Vendor will receive three (3) free wristbands per space.
 - c. For \$5.00 each, additional wristbands may be purchased for anyone twelve (12) years of age and over who will enter the exhibition area.
 - d. These additional wristbands may be purchased when Vendor Contract is returned, or they may be purchased at Check-in.
10. Comply with all state, local and Volunteer Association health and safety policies.
 - a. Please note that electricity is not provided and generators are prohibited.
 - b. If Vendor has any animal(s) present, the animal(s) must be kept within the Vendor's booth space.
11. Leave the event site if requested to do so by any security personnel or any representative of any law enforcement agency.
12. Be responsible for any damage to the area occupied by Vendor.
 - a. Gypsy Caravan is not responsible for any damages that occur under any circumstances including acts of God.
13. By 7:00 p.m. on Monday, May 26, 2008, clean up and remove all trash from the area occupied by Vendor and depart from the site.
14. Not make any open fires, create any nuisance or leave any trash or refuse.
15. Complete and sign any additional materials accompanying the contract.

THE VOLUNTEER ASSOCIATION AGREES TO:

1. Provide publicity throughout the greater St. Louis area for **GYPSY CARAVAN 2008**
2. Arrange for the **GYPSY CARAVAN 2008** site
3. Provide emergency medical services
4. Provide space as assigned by the Gypsy Caravan Committee
5. Provide access to dumpsters to facilitate clean-up of the assigned areas
6. Provide 3 (three) wristbands per space for Vendor's workers

*Vendor agrees that neither the Saint Louis Symphony Volunteer Association, the Saint Louis Symphony Orchestra, the University of Missouri-St. Louis, nor any of the sponsoring or affiliated agencies of Gypsy Caravan shall be responsible for any injury or loss to Vendor or Vendor's employees or agents, whether such injury or loss results from accident, fire, theft, or any cause, including acts of God. Neither the Saint Louis Symphony Volunteer Association, nor any of the sponsoring or affiliated agencies of Gypsy Caravan shall be responsible for any loss to the Vendor should the site become unavailable for **GYPSY CARAVAN 2008**. Vendor agrees to hold the Saint Louis Symphony Orchestra harmless from any loss or damage resulting from any act of Vendor.*

*Vendor agrees that neither the Saint Louis Symphony Volunteer Association, nor the University of Missouri-St. Louis, nor any of the sponsoring or affiliated agencies of Gypsy Caravan shall be held liable for any loss of revenue incurred by Vendor's participation in **GYPSY CARAVAN 2008**.*

Spaces will be assigned on a first come/first served basis with **all 2007 vendors receiving first consideration on a daily basis if contract materials and payment-in-full are received by April 15, 2008.** As of April 16, 2008, all space assignments are on a first come/first served basis.

Gypsy Caravan, at its sole discretion, reserves the right to refuse space to any Vendor.

Please **sign all contract materials where indicated** and return them with **payment in the form of a CASHIER'S CHECK or MONEY ORDER** to:

**GYPSY CARAVAN
SAINT LOUIS SYMPHONY ORCHESTRA
718 NORTH GRAND BLVD.
ST. LOUIS, MO 63103**

GYPSY CARAVAN 2008 – OUTDOOR MERCHANDISE VENDOR CONTRACT
PASSENGER VEHICLES ONLY- NO TRAILERS

- You must contract for the type of space that will accommodate the vehicle(s) you will bring on site.
- Everything that is set up as part of your booth must fit within your contracted space(s).

REQUEST FOR SPACE BY VENDORS USING STANDARD PASSENGER VEHICLES and/or SMALL PICK-UP TRUCKS and NOT BRINGING TRAILERS ON SITE				
If you will bring an oversized vehicle and/or trailer on site, you may NOT contract for space on this page but must use the other side of this sheet.				
Type of Space Requested	Approx. Size	Cost per Space	# Requested	Amount Enclosed
Premium Side-by-Side 2 parking slots wide by 1 parking slot deep	16' W x 18' D	\$195.00		
Side-by-Side 2 parking slots wide by 1 parking slot deep	16' W x 18' D	\$150.00	Sold Out Sold Out	Sold Out Sold Out
Buying wrist bands in addition to the 3 free per space?		\$5/ wristband		
Late Fee for contracts returned between April 16 and May 23, 2008, add \$50 per space				
Late Fee for contracts received on May 24 and May 25, 2008, add \$75 per space				
\$150 per vehicle fee to bring vehicles into/out of the exhibition area on Monday, May 26, 2008				
TOTAL ENCLOSED				

- All spaces are located in parking lots and are 2 parking slots wide by 1 parking slot deep.
- “Premium Side-by-Side” spaces are either corner spaces or are located in the most requested areas and thus cost \$195 per space.
- “Side-by-Side” spaces are non-premium spaces, are located in less requested areas and cost \$150 per space.

VEHICLES YOU WILL BRING ON SITE (specify make and model):

Items you will sell:

BUSINESS NAME: _____

OWNER/OPERATOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #s – HOME: () _____ BUSINESS: () _____ CELL: () _____

EMAIL: _____ FAX: () _____ 2007 participation? _____

Special Needs: _____



*** VENDOR SIGNATURE ***

Gypsy Caravan 2008, Saint Louis Symphony Volunteer
Association Representative

FOR OFFICE USE ONLY		
ENTRY #(s): _____	# OF SPACES: _____	2008 SPACES: _____
DATE RECEIVED: _____	\$ RECEIVED: _____	# OF ID's: _____
AMOUNT OWED: _____	NOTIFIED: _____	BALANCE REC'D: _____
REFUND DUE: _____	ASSIGNED BY: _____	DATE ASSIGNED: _____

OVERSIZED VEHICLES AND/OR TRAILERS

- You must contract for the type of space that will accommodate the vehicle(s) you will bring on site and for adequate space for maneuvering your vehicle(s).
- Please note space dimensions and plan accordingly.
- Everything that is set up as part of your booth must fit within your contracted space(s).

REQUEST FOR SPACE BY VENDORS BRINGING OVERSIZED VEHICLES and/or TRAILERS ON SITE				
If you are NOT bringing an oversized vehicle and/or trailer on site, you may NOT contract for space on this page but must use the other side of this sheet.				
Type of Space Requested	Approx. Size	Cost per Space	# Requested	Amount Enclosed
Pull-Through – OS/TR (limited availability) 1 parking slot wide by 2 parking slots deep	8' W x 36' D	\$185.00		
Side-by-Side OS/TR 2 parking slots wide by 1 parking slot deep	16' W x 18' D	\$185.00	Sold Out Sold Out	Sold Out Sold Out
Buying wrist bands in addition to the 3 free per space?		\$5/ wristband		
Pull-Through – OS/TR (limited availability)				
Late Fee for contracts received on May 24 and May 25, 2008, add \$75 per space				
\$150 per vehicle fee to bring vehicles into/out of the exhibition area on Monday, May 26, 2008				
TOTAL ENCLOSED				

- **“Pull-Through”** spaces are all located in parking lots and are 1 parking slot wide by 2 parking slots deep.
- **“Side-by-Side”** spaces are all located in parking lots and are 2 parking slots wide by 1 parking slot deep.
- All spaces cost \$185 per space and will be assigned on a first come/first served basis with all 2007 vendors receiving first consideration on a daily basis if contract materials and payment-in-full are received by April 15, 2008. As of April 16, 2008, all space assignments are on a first come/first served basis.

SIZE & TYPE OF VEHICLES & TRAILERS YOU WILL BRING ON SITE (include hitch information):

Items you will sell:

BUSINESS NAME: _____

OWNER/OPERATOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #s – HOME: () _____ BUSINESS: () _____ CELL: () _____

EMAIL: _____ FAX: () _____ 2007 participation? _____

Special Needs: _____



*** VENDOR SIGNATURE ***

Gypsy Caravan 2008, Saint Louis Symphony Volunteer
Association Representative

FOR OFFICE USE ONLY		
ENTRY #(s): _____	# OF SPACES: _____	2008 SPACES: _____
DATE RECEIVED: _____	\$ RECEIVED: _____	# OF ID's: _____
AMOUNT OWED: _____	NOTIFIED: _____	BALANCE REC'D: _____
REFUND DUE: _____	ASSIGNED BY: _____	DATE ASSIGNED: _____