

February, 2008

Dear Prospective Gypsy Caravan Merchandise Vendor:

Thank you for your interest in **Gypsy Caravan 2008**. The 36th Annual Gypsy Caravan will be held, regardless of weather, from **7:00 a.m. to 5:00 p.m. on Memorial Day, Monday, May 26, 2008**.

We have a new location! We are returning to the campus of the University of Missouri-St. Louis (UMSL) where we were from 1995 – 2000. This location has wonderful access off of I-70 and I-170, has ample public parking and is very close to a MetroLink light rail stop. **All booths will be outdoor booths**. Please note that there will be no indoor venue due to the layout of the site.

Enclosed please find one copy of the **Outdoor Merchandise Vendor Contract**. All vendors are responsible for abiding by the terms of the contract which they sign. Please carefully note the contract provisions for Gypsy Caravan 2008.

Important Provisions

1. All parties selling merchandise must be listed on the contract and are responsible for filing and paying all applicable sales taxes.
2. You must contract for space that will accommodate your vehicle(s). The types of spaces available and their fees are specified in the contract.
3. Check-in and set-up will be on Sunday, May 25, 2008. Because of safety issues between 5:00 and 6:30 a.m. on Monday, May 26, 2008, you may not drive your vehicle(s) into or out of the exhibition area unless you pay an additional \$150 fee per vehicle. On Monday, May 26, 2008, vendors are to go directly to designated parking areas and return by foot to their booths. To be fair to all vendors, no exceptions will be made except in cases of special physical disabilities.

NO WEAPONS OF ANY KIND will be permitted at Gypsy Caravan 2008. Vendors who are found to be in possession of or selling weapons will have their booths shut down and be escorted off the site by security personnel.

To reserve space and avoid late fees, your contract and payment in the form of either a CASHIER'S CHECK or MONEY ORDER must be postmarked by April 15, 2008. Late fees are specified in the contract. Receipt of your contract will be confirmed via mail. If you would like to be located near another vendor, please send your contracts any payment together or approximately the same date. Don't delay – Gypsy Caravan has been sold out of all booth spaces the last three years.

After your contract is processed and booth spaces assigned, your copy of the contract will be mailed to you by mid-May. At that time, you will receive information about check-in, set-up, traffic patterns/routing and parking. No moving vehicles except emergency vehicles, staff carts and specific service vehicles will be permitted in the vendor exhibition area before 5:00 p.m. on May 26, 2008.

Gypsy Caravan 2008 is a fundraiser for the Saint Louis Symphony Orchestra. The proceeds benefit the Saint Louis Symphony Orchestra and its education and community programs. Gypsy Caravan is presented by the Saint Louis Symphony Volunteer Association with the cooperation of the University of Missouri-St. Louis.

Thank you and we look forward to your participation in the 36th Annual Gypsy Caravan.

Sincerely,

The 2008 Gypsy Caravan Committee

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VENDOR CHECKLIST

Before mailing in your Outdoor Merchandise Vendor Contract::

1. Have you signed your contract under the section marked "Vendor Signature?"
2. Have you included a **CASHIER'S CHECK** or **MONEY ORDER** for the appropriate amount? (No personal or business checks will be accepted.)
3. Have you included both pages of your contract? (Page 1 asks you to include your business name; as well as other potential merchandise sellers who much be reported for sales tax purposes.)
4. Have you avoided paying a late fee by mailing your contract before April 15, 2008?