

## VENDOR INSTRUCTIONS

**PARKING:** Vendor parking is at the corner of Stark and Cypress Streets on the Southwest corner on the grassy lot. Do not take parking spaces on the asphalted lot on the Southeast corner. These are reserved for handicapped parking and food vendor parking. All vendors are given a parking pass for your car. Please display this pass on your dashboard face up so we can see that you are a vendor. Look for the green piece of paper in your packet.

**DISPLAY:** Do not set up in space other than for what you've paid (ie a 10x10) Do not "take" space that wasn't assigned to you or cross into common spaces. Tables must have table coverings and boxes and totes must be hidden away.

**PRODUCTS:** All booths must display a type of craft sold sign provided to you in your packet. (Commercial, Mixed, Crafted) There are people we hire to make sure you are selling what you represented. Please do not cause us to have to speak to you about this matter. If you feel there was a misclassification the time to address it is now with our park directors. They will be happy to upgrade your space so that you can be proud to display your laminated sign. Please return the sign to us when you leave. Thanks!

**TENT GUIDELINES:** You are responsible for your tent (and merchandise) each evening. Please be sure to "batten down the hatches" so that if a storm blows up overnight your tent does not become airborne. Tents should be weighted down or staked down in a manner that does not interfere with pedestrians and shoppers. Everything about your tent and set up must fit into your 10x10 space(s).

**TAXES:** The City of Charleston's tax rate is 7.475%. You are responsible for gathering and submitting taxes to the Mo Dept of Revenue. All vendor names have been submitted to them per their annual request.

**ELECTRICITY:** If you requested and paid for electricity it is noted on the outside of your envelope. This gives you the ability to run one electrical cord to the nearest source without crossing a sidewalk. If you are unsure where your electrical should source from please ask show organizers. We will tell you the frequency of the low-wattage radio station that will broadcast from the park on Sat and Sun. If you brought a portable radio please keep it tuned to that station. We will be announcing important service announcements in addition to broadcasting entertainment during the festival.

**POSITIVITY:** A positive attitude goes a long way with customers. If you aren't having a good show the last person who wants to hear you grumble about it is the customer who is within earshot. Present your smiling faces and at the least you'll get a smile in return. If you have complaints about the show, please address them to either the park directors or the Chamber of Commerce executive director, Karen Teeters, who will be on-site on Sunday. Karen's email is [chamber@charlestonmo.org](mailto:chamber@charlestonmo.org)

**PRE-PAYMENT:** If you love the show and wish to guarantee your space for next year please see the enclosed blue or green form for PrePayment. If you do not secure your space by May 1 it will be up for grabs. Pre-payment also protects you against price increases which will happen. Prepayments are refundable until March 1 next year.

**Thank you for your participation and cooperation! We do truly love our vendors!**