

## 2024 Vendor Registration Acknowledgements – Green Living Festival

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**Please read BEFORE you register for the Festival.** We appreciate your time reviewing our materials and we are excited to bring back sustainability minded vendors for this 23<sup>rd</sup> annual event! We are working with a small but capable team and will do our best to serve you. Here are a few additional things to keep in mind BEFORE you commit to joining us at the event on June 1.

### **VENDOR BOOTH SPACE**

We provide ONE 6' table and TWO chairs. Location will likely be OUTDOORS in a tent. If this is our great concern we will work with you to accommodate location. We may have some vendors indoors as well depending on how other topical features are laid out.

A vendor sales space is **\$375**.

**Display:** It is absolutely recommended that you bring your branded table cloths and signage for your space to look great! Festival staff will consult with you beforehand but be ready to let us know if you would like to bring any additional tables or display panels and their dimensions.

### **ELECTRIC**

Will be aiming to provide ONE circuit per vendor booth without any additional cost. If you require additional circuits there could be a charge of - Electrical circuits (**\$60 each**)

Before the Festival please be ready to share the type of appliance, voltage, amperage/wattage required for any appliance(s) you plan to plug in that day.

### **WATER (food and beverage vendors only)**

Please let Festival planners know if you will require access to potable water and how the water will be used. While we have limited access will do our best to accommodate your needs.

### **PERMITS**

**IMPORTANT UPDATE:** The garden does not obtain temporary food permits on behalf of vendors. If you are a vendor who needs a temporary food permit, **you will be responsible for confirming you have obtained one from the city of St. Louis BY MAY 27**. We will submit a list of all vendors to the City of St. Louis Department of Health beforehand.

If needed - vendors are required to provide proof of a liquor permit as well as a certificate of insurance with the Missouri Botanical Garden listed as additional insured.

No use of propane / cooking with fire is allowed during this event.

### **SERVING WARE**

Striving towards zero-waste events - **we require certified compostable food containers, beverage cups, and sampling ware.** (Complete information shared upon registration.)

**We look forward to seeing you at the Green Living Festival!**

Joyce Gorrell and Angelina O'Donnell, Missouri Botanical Garden, Festival coordinators.