

# GREEN LIVING FESTIVAL 2024

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## EXHIBITING VENDOR REGISTRATION FORM

**Save time and ensure accuracy: Register online at [mobot.org/glfregistration](https://mobot.org/glfregistration)**

**Final Registration Deadline—May 17**

Standard vendor fee —\$375

Exhibiting vendor booths will be hosted both indoors and outdoors and in person at Missouri Botanical Garden, 4344 Shaw Blvd., St. Louis, MO 63110. Your organization will be expected to be set up with staff in place from 10 a.m. to 5 p.m. on Saturday, June 1, 2024. Event staff will follow up to confirm your registration and tabling location. This is a rain or shine event. Booths are typically one 6' table and two chairs. Any modifications must be approved by Festival staff in advance.

### Contact Information

*Note: Confirmation and logistical information will be sent to primary contact listed below.*

Primary Contact Name: \_\_\_\_\_

Primary Contact Phone: (\_\_\_\_\_) \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

### Exhibiting Vendor Listing for Festival Webpage

*Note: Organization will be listed online exactly as entered below. Please print clearly and review carefully.*

Organization Name: \_\_\_\_\_

Website: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Phone: (\_\_\_\_\_) \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Description of items for sale. Example: sustainably sourced teas, reusable ware, upcycled jewelry.

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Describe electronic equipment critical for sales. One circuit will be provided.

Additional circuit must be approved in advance and could incur an additional \$60 fee.

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## Payment Information

Credit Card (Discover, MasterCard, or Visa)

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Sec. Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Send Invoice

Check Enclosed (Payable to Missouri Botanical Garden)

## Certificate of Liability Insurance and Proper Documentation

All vendors will need to request a Certificate of Insurance naming “Missouri Botanical Garden” as an additionally insured entity and referencing the “Green Living Festival” on Saturday, June 1, 2024. Completed forms can be emailed to Angelina O’Donnell at [aodonnell@mobot.org](mailto:aodonnell@mobot.org). All vendors will need to obtain any required permits or documentation required to operate during the Festival from the City of St. Louis.

Can you confirm your organization is able to provide this Certificate of Insurance no later than May 24?

Yes  No

Can you confirm you will acquire all necessary permits prior to the event.

Yes  No

## Donate to the Festival Attendance Prizes

Festival attendees can enter to win gift certificates, discounts, and prizes. Take advantage of this marketing opportunity by donating an attendance prize. This can include an e-gift certificate, a discount code, or a small giveaway item that is easy to mail.

Yes! I’ll donate

No, thank you

Item: \_\_\_\_\_

Approximate value: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Register online at  
[mobot.org/gfregistration](https://mobot.org/gfregistration)  
or remit to:



Attn: Green Living Festival  
Missouri Botanical Garden  
EarthWays Center  
4651 Shaw Blvd  
St. Louis, MO 63110-2221

**For further information, contact:**

Phone: 314-577-9473 | ext. 76308

Email: [aodonnell@mobot.org](mailto:aodonnell@mobot.org)

Garden staff reserve the right to decline applications. Save a copy of your forms for your records. Confirmation sent upon receipt. Thank you for your support!



**MISSOURI BOTANICAL GARDEN**

4344 Shaw Blvd. | St. Louis, MO 63110  
(314) 577-5100 | [mobot.org](https://mobot.org)

*To discover and share knowledge about plants and their environment in order to preserve and enrich life. —mission of the Missouri Botanical Garden*

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