

2017 Holiday Bazaar Policies & Procedures

Event Overview

The International Institute's Holiday Bazaar is a multicultural event; it is not a political, religious or commercial undertaking. In producing this event, the International Institute celebrates our American national motto, "Out of Many, One." We must avoid things which divide us or may antagonize other groups, including maps, names of countries and flags. Everyone's cooperation is necessary to ensure a harmonious event that will showcase our rich cultural heritages.

The event structure was established for the welfare of all participants (i.e. vendors, volunteers, the general public, IISTL employees/volunteers, etc.) at the Holiday Bazaar.

Vendor Information

The day of the Holiday Bazaar, the management reserves the right to close any booth for non-compliance with Holiday Bazaar rules or for disruptive behavior, as defined solely by the Director. Such cancellation will be without recourse. Depending on the circumstances, the rental fees may or may not be refunded. At the discretion of the Holiday Bazaar Committee, groups can be barred from participation in future years, depending on the extent of non-compliance or abuse of the rules.

Operating Hours

Booths must remain open for the entire period stated. If you fail to open on time or if you close early, your participation in Holiday Bazaar 2017 could be jeopardized. This year you must be open for all three days to participate.

Friday Night Market Operating Hours for Vendors

Friday, December 1, 2017 6:30 pm – 9 pm

Saturday & Sunday Operating Hours for Vendors

Saturday, December 2, 2017 10:00 am – 5:00 pm

Sunday, December 3, 2017 10:00 am – 4:00 pm

Booth Space

One booth space is 10' x 10' the rate of \$100 and corner booths are \$140 (limited number available). Vendors may rent a maximum of 2 spaces, as needed.

All vendors are required to provide their own booth displays. If you selected to rent a table (indicated on your application) and the Institute has received full payment for your booth and table rental, a table will be set up in your booth space the day of the event.

Vendors that have not signed up for a table rental, but would like to, should notify the event coordinators no later than Wednesday, November 15, 2017 by emailing nguyent@iistl.org. The table rental fee is \$10 per table.

Electricity can be made available for those that notify the Holiday Bazaar committee no later than Wednesday, November 15, 2017. If you will need electricity, please make your request to nguyent@iistl.org.

Booths must not exceed their defined space. In other words, all signs, decorations, items for sale and volunteers must not spread outside the designated booth area into bazaar common space. Please keep this in mind when determining the number of individuals needed to staff your booth. We find that having 1 or 2 individuals staffing your booth at any given time is sufficient.

Set-up and Tear-down

Friday Night Market: Doors will open for vendors at 3 pm on Friday, December 1, 2017. Your booth set-up must be complete by 6 pm that day and your booth must remain open for the full duration of the Night Market.

Saturday/Sunday Holiday Bazaar: On Saturday, December 2, 2017, doors will open for vendor set-up at 7:30 am. On Sunday, December 3, 2017, doors will open for vendor set-up at 9:00 am. Each day, all vendor booths must be set-up by 9:45 am and must remain open for the full duration of the event.

Vendors should pull into the back parking lot of the International Institute. The parking lot can be accessed from Louisiana Ave. Once you pull into the lot, there will be individuals directing you to the unloading area. You should work to get your vehicles unloaded as quickly as possible. Vehicles will have to move from the unloading area by 5:45 pm on Friday, December 1, 2017 and by 9:15 am on Saturday, December 2, 2017 and Sunday December 3, 2017.

All vendors and those working at your booth should park in the back parking lot. Please do not park on Arsenal. Street parking is subject to city parking restrictions.

Refundable Security Deposit

A **refundable** security deposit of \$100 per gift booth is required of all booths. The payment must be made in a separate check or money order (both of which will be cashed). Fines and damages will be assessed by December 4, and refund checks will be mailed to the responsible individual by no later than December 15.

MO Tax License ID

ALL VENDORS NEED A MISSOURI TAX LICENSE/ ID NUMBER IN ORDER TO PARTICIPATE.

This year the Missouri Department of Revenue requires all vendors to have a Missouri Tax Identification number. (If you are a nonprofit with a MO sales tax exempt form, the MO Tax ID is on this form.) Vendors without a tax ID are not eligible to submit an application. Currently unregistered vendors will need to contact the Missouri Department of Revenue prior to the submission of the application to obtain a sales tax license or qualifying nonprofit can apply for sales tax exemption. More information is included in the packet, but what this means is, if you do not have a MO Tax ID number you will not be able to participate in the Holiday Bazaar. There is no charge for this, just a form to fill out.

If you do not already have a Tax ID number and only participate at special events you can apply to get a sales tax license by filling out the Missouri Special Events Application – Form 2643S. There is no charge to apply. If you have any questions, please visit dor.mo.gov/faq/business/special.php or call **1-800-877-6881**.

Everyone must have a MO Tax ID number to participate. If you are applying for a Tax ID number, please mail your application certified. Attach the certificate of mailing to this signed contract as proof that you have submitted the form with your booth application for it to be accepted.

Paying Sales Tax

You will file and pay on the preprinted reporting forms that are mailed to you by the Department. If you are unable to locate this form, you may obtain a blank **Form 53-1PDF Document** from our website or call (800) 877- 6881. If the location of the special event is not listed on your 53-1 reporting form, you may add the location and indicate "special event" along with the tax jurisdiction (city and/or county) of the special event.

If products were sold at the event, give the breakdown for each city or county to allow the Department to distribute to the city or county their portion of the sales tax.

General Rules

- There are no rain checks. The event is indoors so inclement weather will not affect your booth space. There are no refunds in the event of inclement conditions such as snow or ice.
- Participants will be turned away, without refund, if the content of their booth was inadequately described or misrepresented on the application or inappropriate for the Holiday Bazaar audience.
- Booth assignments are made at the total discretion of the Holiday Bazaar committee, designed to create a diverse layout for visitors.
- Vendors are responsible for supplying personal trash bags/cans. Vendors must keep the area inside and around their booths clean and tidy.

The following items are not allowed.

- Maps, flags or flag-like items, names of businesses, or names of countries on signage or booth decorations, including reproductions on clothing or objects, to be displayed or sold. Only the name of the culture from a given area may be used, e.g. "Irish," not "Ireland."
- Symbols, slogans, or logos of a political, religious or provocative nature
- **No materials of a political nature**, advocating any candidate or political stand, orientation, etc., shall be distributed or displayed.
- **No materials which promote religious beliefs** or practices may be displayed or distributed.
- **No music** can be played in any booth; music will be provided in the gym.
- **No advertisements or store names** can be displayed on signage although business cards/fliers directly related to the merchandise being sold may be discreetly distributed and/or laid on the booth counter.
- No signs indicating sales, discounts or low prices are permitted.
- **No travel posters** with commercial advertisements are allowed.
- **No weapons** such as decorative knives, whips, guns, clubs, nun-chucks or swords can be sold.
- **No lotteries, drawings or similar games** of chance, except those operated by the International Institute, are permitted for participating groups, although information and sponsor booths can have attendance prize drawings as long as a fee is not charged.
- **No projectiles** (an object that is fired, thrown or otherwise projected or objects that are self-propelled, such as rockets) can be sold or distributed, including boomerangs and Frisbees.
- **No drug symbols** or drug paraphernalia can be displayed or sold.
- **No fortune telling**, palm reading or activities of such nature are permitted at the Holiday Bazaar.
- **No candy, other food, or drinks** of any kind can be sold in a gift booth.

Disclaimers: While the Holiday Bazaar committee anticipates a successful event and good attendance, the committee makes no representations or guarantees, express or implied that a certain minimum number of people will attend, or that vendors will be able to generate certain minimum revenue.

2017 Holiday Bazaar Participation Contract

between the
International Institute of Metropolitan St. Louis
and

(Official Name of Participating Organization/Individual)

On behalf of the above-listed organization, I have carefully reviewed this contract and the Policies and Procedures of the 2017 Holiday Bazaar and will make sure that those involved in my organization that are involved with the Holiday Bazaar are aware of them.

I recognize that, as situations change, some revisions in policies and procedures may become necessary as planning continues. My organization will make its best effort to comply with such changes. In addition, I understand and give the International Institute permission to publish any photographs or video footage in which I, other members of my booth, or my booth itself appear.

I understand that if we violate a policy or procedure, a member of the IISTL Junior Board or an IISTL staff member will ask us to correct the situation immediately. If we fail to honor this request, I understand my non-compliance will cause my booth to be shut down immediately for the duration of the event and that I will forfeit any related booth rental fees. I also understand that failure to comply with such a request in a timely manner could result in our group's suspension from participation in future IISTL events.

Further, I understand that my organization is responsible for obtaining all necessary permits and licenses to operate the booth according to the laws of the City of St. Louis and State of Missouri. If I do not acquire all proper permits/licenses, I understand that this will result in my booth not being able to operate. I further understand that in such a case the International Institute will not issue a refund for any portion of the rental and other payments which I have made in accordance with securing a vendor booth.

I understand that the relationship between my organization and the International Institute is that of an independent contractor and that under no circumstances shall the Institute have the right to direct the activities of my organization except to enforce compliance with this contract. My organization agrees to indemnify and hold harmless the International Institute of Metropolitan St. Louis from any and all loss or damage to any and all event co-sponsors, my organization or its employees/members, other vendors, or any other person attributable to any act or omission by my organization.

My organization agrees that booth(s) reserved in its name will remain open for the entire duration of the Holiday Bazaar on Saturday, December 2, 2017 and Sunday, December 3, 2017, and if indicated, the entire duration of the Night Market on Friday, December 1, 2017. We also understand that our assigned booth may not exceed the limits of its defined space of 10' x 10' for each space rented.

The Holiday Bazaar committee takes no responsibility for appliances or any other booth items brought into the bazaar or for any needed repairs on said appliances during or after the actual operating hours of the bazaar.

I understand that this contract will not be in effect until it is received completed and signed, and payment is received by the International Institute.

(over)

I further agree to pass on all the enclosed information to each booth coordinator/contact person and to review the prohibitions with each coordinator in detail.

I also understand that if certain rules are not followed, my organization will not be invited to return. These include:

	Initial Here:
Not remaining for the full event hours	_____
Exceeding booth space	_____
Selling prohibited items	_____

Signed _____ Printed Name _____

Title with Organization

Address _____ City _____ State _____ Zip _____

Telephone day (_____) _____ evening (_____) _____ Date _____

Email _____

MO Tax ID number: _____ (If still applying, attach certificate of mailing)

Returned refundable Security Deposit check is to be made payable to: _____

To be filled in by IISTL: Contract Accepted Contract Not Accepted

Authorizing Signature of IISTL Rep – Signature represents approval of contract:

Signed: _____

The Vendor Contract and Registration Fees are due Friday, September 29, 2017.

Rental	Fee Per 10' x 10' Booth Space		Qty requesting	Amount Due
Booth Space (max 2)	\$100	x		\$
Corner Booth Space (limited number available)	\$140	x		
Table Rental (max 2)	\$10	x		\$
Total Amount Due:				\$

Refundable Security Deposit Payment (Due in separate check)	\$100
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Do you need electric? Yes No

Submit completed, signed contract along with full payment to:

International Institute St. Louis
 Attn: Teresa Nguyen
 3401 Arsenal St.
 St. Louis, MO 63118