

Race for the Rivers Festival Vendor Setup Instructions

Thanks again for your participation. We are looking forward to having another great R4R festival this year with your help.

The festival grounds will be open for set up at 9 am. The Festival will not open until 11. You will have plenty of time to complete your set up.

When you arrive at the park you will enter through the gate at First Capitol. **Check in with the greeter. She will give you a vendor's packet that includes the vendor list, festival layout map, FAQ's, band schedule, and tax reporting forms. You will also be given a tag that has your row and number assignment on it. Proceed to your row (Katy Trail, River walk or Food court) and you will be directed to your spot.**

Depending on where your booth is, proceed either down the Katy trail (with caution as close to the edge of the trail as you can) or forward across the Katy Trail and down the sidewalk (cross the trail with caution and watch for pedestrians on the walk). ***The speed in the park is 10 mph. Go slowly!*** The park remains open to pedestrians and bikes throughout set up and tear down. Traffic is one way. You will exit the park at the gate nearest the train depot. Do not turn around and exit at First Capitol. The Katy Trail has ONE WAY traffic.

Each booth number will be flagged in the front right corner of the space as you FACE the trail or sidewalk from inside your booth. Put the front right corner of your tent where the flag is.

Sharon Kenny (314-359-4932) will be available to assist with any questions.

After checking in, unload and move your vehicle as soon as possible to enable other vendors access to their sites. There is reserved parking at the Bishops Landing/Boathouse near the South end of the park (access from Riverside Drive). Please note that the City of St Charles does not permit trucks or trailers to park on Riverside drive. There is plenty of space in Bishop's Landing.

Tents must be in place by 10 am for the Fire Marshall inspection. *Be sure to have your fire extinguisher prominently displayed.*

Optional Green Heroes Program. During check in staff will provide you with a bag of beads. These are to be given to visitors to your booth should they ask for them. This is not intended to disrupt your sales or conversations with your customers. It is intended to bring people in to your booth to see your display and learn about your products. You can offer a bead without comment should you be in the midst of a sale. Visitors who collect 10 beads can make a bracelet or key chain from a t-shirt at the Greenway Network Booth near the Stage. Completed projects are to be taken to the Pirate camp where the visitor will be awarded a Green Hero prize.

Vendors and their assistants over the age of 18 are entitled to a ticket for the Poage Chevrolet #whereismysonic raffle. You should receive it during staff check in.

The following is a reminder of some of the rules that apply during the festival.

- Vendors must comply with all State, Local and Federal rules and regulations.
- Vendors are expected to keep their space clean and to remove all items and trash at the time the event closes.
- St Charles City Parks does not allow the distribution of promotional literature within the park.
- There will be no vehicle traffic within the park between 10 am and approximately 5:15 pm when park security releases traffic. **The traffic rule is strictly enforced and tickets are issued to anyone moving a vehicle during Festival hours.**
- No vehicle will be permitted to remain on the festival grounds without the express permission of the Race for the Rivers Committee and proper display of a permit issued by the City of St Charles. Any vendor granted such permission must turn in a vehicle description and plate number to the committee by August 1 and must have boards or plywood underneath the tires of the vehicle.
- Booths must be staffed and in place from the start (11 am) to the finish (5pm) of the festival.
- All booths must have a fire extinguisher. It must be clearly visible during the Fire Marshall inspection at 10 am.
- Vendors making sales are responsible for all taxes on their merchandise. Please include your tax payer identification number on your application. If you do not have a taxpayer identification number you will be provided with a valid copy of the concessionaire's report and a tax table at the festival. All vendors must complete a Dept of Revenue form 2360 whether they are a commercial vendor or not. This form is attached.
- Pre-approved Food vendors are responsible for obtaining their own permits from the Health Department.
- Electricity and water usage must conform to code requirements including proper extension cords and hoses. Specific requirements will be sent once service has been requested. If you are using electricity, you must provide your own long extension cord (minimum 25 ft)
- All materials are expected to be as environmentally friendly as possible and appropriate for a broad audience. You may be asked to hide or remove merchandise deemed offensive or inappropriate.
- Vendors will need to provide your own tables and chairs.
- Your space needs to be left clean and all trash removed at the end of the festival.
- You may make tax deductible donations to Greenway Network at anytime either at the GN booth or on-line. <https://www.greenwaynetwork.org/get-involved/member.php> All donations are tax deductible and directly support clean water projects throughout the Confluence Region.

FAQS from your customers

- **What is this all about?** The Race for the Rivers is the primary fundraiser for Greenway Network, Inc. Funds support clean water projects such as Mission Clean Stream (900 volunteers, 14 tons of trash, 200 tires), National Public Lands Day (we have 1,600 trees to plant) and the Storm Drain Marking Project (9,000 drains to mark).
- **Where can I donate?** Donations can be made at the Greenway Network Tent and the tip jar in the beer garden.
- **Where did the racers start?** There are two paddle races. One started at 9 am in Washington, Missouri. They will travel 41 miles. The second race started at the Weldon Spring Boat Ramp. Those racers left in waves starting at 9:30.
- **When will the racers arrive?** The first boats start crossing the finish line around noon. Depending upon the speed of the river the last racer is usually off the river by 4 pm.
- **Where does the shuttle leave?** The three o'clock shuttle leaves from the parking lot at Bishop's Landing, over the bridge at the South end of the park.
- **Where can I get first aid?** There is a comfort station booth along the river walkway east of the pavilion.
- **Are the bikes racing too?** There are three Katy Trail rides. These are fun rides not races. The 35 mile riders left Washington, Mo at the same time as the paddlers. The 5 and 25 mile rides go out and back from here in Frontier Park.
- **What band is playing?**

11:00 - 11:45aSeldom Fed Five

12:10p - 12:55pKevin Renick

1:20p - 2:05pRuth Acuff

2:25p - 3:10pChuvani/Sheherazade

3:20p - 4:40pXiles

4:40pAward ceremony

5:00p.....Poage Chevrolet #whereismysonic drawing