Event Overview

The International Institute’s Festival of Nations 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 Festival of Nations.

Vendor Information

Three types of gift booths available:

1. Ethnic Gift Booths
   a. Vendor and majority of booth workers are of the ethnicity being represented.
   b. All merchandise being sold is representative of the designated ethnicity.
2. Fair Trade Gift Booths
   a. All merchandise being sold is fair trade
3. Hand-made Crafts Gift Booths
   a. All items sold must be hand-made by the vendor

Priority for booth spaces will be given to Ethnic Gift Booths.

Submission Requirements

There are limited booth spaces available. Applications will be accepted through August 20 or until all booth spaces are filled.

Applications will be accepted in-person, on-line, or mailed. If paying on-line, an additional 3% fee will be charged for credit card transaction fees.

For consideration, all applications must be completely filled out including the items sold section, and be paid in full. **If this is your first time applying, you will need to submit pictures of the items you want to sell.**

Submission of an application and payment does not guarantee participation! Your participation is not guaranteed until you receive an e-mailed confirmation, which will usually occur within 1 week of application.

The Festival of Nations Committee reserves the right to deny participation to any applicant or to cancel any vendor’s participation without explanation or recourse.
For 2021 Only
- This year only, we will not limit the number of booths by ethnicity.
- No security deposit
- Booth fees must be paid in full when application is submitted.
- No booth meeting
- Location is at 9 Mile Garden, 9375 Gravois Rd., Affton MO 63123

Operating Hours
Booths must remain open for the entire period stated.
  Saturday, August 28, 2021 11am-8pm

Booth Space
One booth space is 10’ x 10’ the rate of $250 and corner booths (defined as a booth space with 2 sides available for display) are $275 (limited number available). Vendors may rent a maximum of 2 spaces, as needed.

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.

Refundable Security Deposit
We will not be collecting a refundable security deposit this year.

Electricity
No electricity is available at this event.

Tents, Tables and Chairs
All vendors are required to provide their own booth displays including all tables, chairs, and tents. The International Institute does not provide any of these items.

Set-up
Set-up time is 7am-10:30am on Saturday, August 28.
All vendor booths must be set-up by 10:45 am and must remain open for the full duration of the event.
Vendors should pull into the back parking by Jimmy Johns near the entrance to the Canteen at 9 mile Garden. Additional parking is available in nearby shopping areas. Please note you may want to bring a cart to carry items from your car to your booth space. You will have to walk a short distance to your booth space.

Paying Sales Tax
You will need to file and pay on the preprinted reporting forms that are mailed to you by the Department. If you are unable to locate or do not receive this form, you may obtain a blank Form 53-1 PDF Document from their 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. There are no refunds in the event of inclement conditions such as rain.
• 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 festival audience.
• Booth assignments are made at the total discretion of the Festival of Nations 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.
• **You are required to remove all trash from your booth space, including empty boxes.**

The following items are not allowed.

• Maps, flags or flag-like items, 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.
• 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.
• **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.
• **Only prepackaged candy or food** can be sold.

Health & Safety

• Due to the ongoing Coronavirus pandemic, the International Institute reserves the right to put in place additional guidelines for this event, including but not limited to requiring masks. In such case, all vendors will be notified.
• If the event is canceled because of COVID-19, you will be notified immediately of the decision and we will issue a full refund for the booth space.
The day of the festival, the management reserves the right to close any booth for non-compliance with Festival of Nations 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 Festival of Nations Committee, groups can be barred from participation in future years, depending on the extent of non-compliance or abuse of the rules.

**Disclaimers:** While the Festival of Nations 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.
On behalf of the above-listed organization, I have carefully reviewed this contract and the Policies and Procedures of the 2021 Festival of Nations and will make sure that those involved in my organization that are involved with the Festival of Nations 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 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.

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 and 9 Mile Garden 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 Festival of Nations on Saturday, August 28, 2021. 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 Festival of Nations committee takes no responsibility for appliances or any other booth items brought into the festival or for any needed repairs on said appliances during or after the actual operating hours of the festival.

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.

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:

- Being open/operational for the full event hours
- Not exceeding booth space
- Not selling prohibited items

Type of booth applying for:  
☐ Ethnic Gifts  ☐ Free Trade Gifts  ☐ Hand-made Gifts

If Ethnic Gifts, what ethnicity:  

__________________________
List of Items to be Sold (required)

Detailed list much include each TYPE of item; whether it is hand-made vs. mass-produced; and the country where it is produced (if applicable). Use additional pages if needed and attach to the application.

New vendors (required): Attach photos of your booth at other festivals/craft fairs and provide a comprehensive description of items you are planning to sell.

The Vendor Contract and Booth Fees are due Friday, August 20, 2021

<table>
<thead>
<tr>
<th>Rental</th>
<th>Fee Per 10’ x 10’ Booth Space</th>
<th>Qty requesting</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Space (max 2)</td>
<td>$250</td>
<td>x</td>
<td>$</td>
</tr>
<tr>
<td>Corner Booth Space (limited number available –max 1)</td>
<td>$275</td>
<td>x</td>
<td>$</td>
</tr>
<tr>
<td>Total Amount Due:</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Submit completed, signed contract along with full payment to:

International Institute St. Louis
Attn: Jacquelyn Ballard
3401 Arsenal St.
St. Louis, MO 63118

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

Authorizing Signature of IISTL Rep: ____________________________________________
(Signature represents approval of contract)