**Lindenwood Park Neighborhood Association**
**P.O. Box 39036**
**St. Louis, MO 63139**
**Email: linfest@lindenwoodpark.org**

Dear Business Owner:

We are thrilled to announce the date for **LinFest 2022**, our neighborhood Fall Festival! LinFest is sponsored by the Lindenwood Park Neighborhood Association (LPNA) and will be held on:

## Saturday, October 1, 2022 from 11am – 4pm

LinFest will take place at the north end of Lindenwood Park at Jamieson and Pernod. After being cancelled due to COVID-19 concerns in 2020, LinFest is back to introduce and reacquaint visitors to the many businesses and restaurants in our neighborhood and to help vendors promote their businesses and grow their customer bases for future success. There will be performances by local schools, a band and entertainment/arts and crafts for the children; food, drinks and many more events planned. Lindenwood Park has some of the best restaurants in the City of St. Louis, and we are proud to have them participate in LinFest.

**In 2018, over 700 people attended LinFest, and in 2022 we aim to bring together even more community members!**

LinFest announcements will be posted via various social and print media channels—including Twitter, Nextdoor, Facebook, our website (www.lindenwoodpark.org), and various periodicals. We will partner with our local businesses, the aldermen of neighboring wards, and nearby neighborhoods, schools, churches, and organizations to promote LinFest.

**We invite you to be a key part of LinFest as a sponsor or a vendor (or both)! This is a great opportunity to promote and market your business, generate neighborhood support, and celebrate with us as we bring our Lindenwood Park neighborhood back together again.**

Ready to get started? Enclosed, you'll find everything you need to apply to be part of this exciting event:

- Food Vendor Agreement & Liability Release
- Food Vendor Application Form
- Sponsorship Application Form

We are excited to be bringing this special event back to Lindenwood Park, and we would love for you to join us. Have questions? We're happy to share more info—contact us at linfest@lindenwoodpark.org.

Sincerely,

LinFest Committee

**Saturday, October 1, 2022**
**11am – 4pm**
**Jamieson & Pernod**

# FOOD VENDOR AGREEMENT

**Participating LinFest Food Vendors will receive**:

- 10x10 ft booth space
- 1 tent (if needed – vendors may also provide their own branded tent. Please advise us if you'll use your own)
- 1 table and 2 chairs (you may bring extra, but they may not encroach into neighboring space)
- Signage/branding rights at booth location (self-provided)

**The Participants agree to the following:**

1. Will submit the completed Health Department application permit in a timely manner so LPNA can obtain the Health Certificates in time for the day of the event. The cost for this permit is included in the Vendor fee.
2. Will furnish LPNA a Certificate of Insurance naming Lindenwood Park Neighborhood Association as "additional insured" as required by the City of St. Louis. Minimum limit $1,000,000 (contact your insurance agent to obtain).
3. Will obtain the necessary inspection and permission of the St. Louis City Fire Department if any open flame cooking and/or pressurized gas (propane) will be used.
4. Will not reassign the use of any vendor space without the prior approval of LPNA.
5. Will be responsible for collecting, reporting and paying all Federal, State and St. Louis City taxes.
6. If serving alcohol, will be responsible for obtaining the required City and State licenses for alcohol sales and **must show organizers proof of license, which is available from Liquor Control at City Hall, at least 30 days before event date**. All staff shall be properly trained to ID customers and handle the sale of alcohol.
7. Will not serve menu items in glass containers.
8. Will be responsible for the security of their booth area, goods and personal items.
9. LinFest has the right to photograph all vendor booths and exhibits for publicity purposes.
10. Set-Up and Take-Down: Vendors may begin Set-Up at 9am. Please use handcarts to carry additional products to your booth during the event between 11am and 4pm. Vehicles will be permitted on the festival grounds for Take-Down beginning at 4pm. All vehicles must be removed from the festival grounds area by 7pm.
11. Will abide by any additional requirements.

# FOOD VENDOR LIABILITY RELEASE

The undersigned agrees and does hereby release from liability and to indemnify and hold harmless LPNA, and any of its board members, committee members, employees (if any) and volunteers from any personal injuries and property loss or damage in connection with any LinFest activity. This agreement for LinFest is between the vendor and the Lindenwood Park Neighborhood Association.

Food Vendor: _____

Signature: _____ Date: _____

Please Print Name: _____

**Saturday, October 1, 2022**
**11am – 4pm**
**Jamieson & Pernod**

# FOOD VENDOR APPLICATION

Contact Person: _____ Business Name: _____

Email: _____ Federal Tax ID #: _____

Website URL (to be posted in announcements): _____

501(c)3 #: _____
(For non-profit organizations only)

Street Address: _____ Zip: _____

Phone #: _____ Cell Phone (for event-day contact): _____

**Electricity** is available to Vendors free of charge. Please remember this is an outdoor venue and power capabilities will be limited. Electrical service will provide 10 amps at 120 volts single-phase (normal household electric service). Your equipment must have properly grounded lines, etc. Please furnish your own extension cables.

**If you will need electrical service, please check this box:** ☐

Please provide information about the food and/or alcohol that will be available at your tent, price range and any information that would be helpful when advertising **LinFest**.

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**Participation Fees for Food Vendors:** **$185** - food only **$280** - food and alcohol

This registration fee covers the City of St. Louis permits and expenses for Food Vendors for this event.

Please submit the **Food Vendor Application** and **Food Vendor Agreement** forms, together with a **copy of your Insurance Certificate** and your **check** made payable to **Lindenwood Park Neighborhood Association** by **September 1, 2022.** You may submit via email to linfest@lindenwoodpark.org or mail to:

**Lindenwood Park Neighborhood Association**
**P O Box 39036**
**St. Louis, MO 63139**

Once you are confirmed as a participant and your check is deposited, NO REFUNDS WILL BE ISSUED.

Food Vendor: _____

Signature: _____

Please Print Name: _____

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# SPONSORSHIP APPLICATION

Becoming a LinFest sponsor is a meaningful way to support this high-visibility neighborhood event while gaining awareness for your business! Sponsors are essential for making this much-anticipated neighborhood event a success.

There are several levels of sponsorship available:

| | | |
|---|---|---|
| $1000 | LinFest Sponsor | • Company Name and logo on the main stage banner<br>• Company logo on the posters that will be displayed in local businesses<br>• Company name included in all promotions to media<br>• Logo on (1) social media post each including Facebook, Twitter and Nextdoor<br>• Logo on event website<br>• Minimum of (8) PA announcements from the main stage throughout the day<br>• No cost for a Vendor booth/tent |
| $500 | Banner Sponsor | • Your company logo and name displayed on a banner at the LinFest entrance<br>• Your company logo and name mentioned on all promotional materials<br>• No cost for a Vendor booth/tent |
| $300 | Event Sponsor | • Your company logo and name mentioned on all promotional materials.<br>• No cost for a Vendor booth/tent |
| $200 | Activity Sponsor | • Your company name and logo on a sign at one specific LinFest activity |

If you would like to support LinFest as a sponsor, please complete the **additional form** below and submit with your **Food Vendor Application** and **Food Vendor Agreement** forms. Please also email your **company logo in .jpg format** to linfest@lindenwoodpark.org.

Please choose your desired level of sponsorship:

□ **$1,000** (LinFest Sponsor) □ $**500** (Banner Sponsor)
□ $**300** (Event Sponsor) □ **$200** (Activity Sponsor)

Contact Person: _____

Business Name (to appear on promotional material): _____

Email: _____ Federal Tax ID #: _____

Website URL (to be posted in announcements): _____

Facebook and/or Twitter address: _____

Street Address: _____ Zip: _____

Phone #: _____ Cell Phone (for event-day contact): _____