



Lindenwood Park Neighborhood Association  
P.O. Box 39036  
St. Louis, MO 63139  
Email: [linfest@lindenwoodpark.org](mailto:linfest@lindenwoodpark.org)

April 2024

Dear Lindenwood Park Neighborhood Business Owner:

**Re: LinFest 2024 – Saturday, October 5<sup>th</sup>, 2024**

We are thrilled to announce the date for **LinFest 2024**, our neighborhood Fall Festival! Due to the outstanding success of LinFest in previous years, we are anticipating another great response from local vendors and sponsors, as well as a higher attendance rate. Our prior LinFest in 2022 saw over 1,000 people attending the event and we are confident that this year will surpass that. **LinFest** is held every 2 years and is sponsored by the Lindenwood Park Neighborhood Association (LPNA). This year it will be held on:

**Saturday, October 5, 2024 from 11am – 4pm**

**LinFest** will take place at the north end of Lindenwood Park at Jamieson and Pernod and will introduce and reacquaint visitors to the many businesses and restaurants in our neighborhood, help vendors promote their business and grow their customer base for future success. There will be events and 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**.

**LinFest** Announcements will be posted via various social and print media, including Nextdoor and Facebook, our website ([www.lindenwoodpark.org](http://www.lindenwoodpark.org)) and various flyers and posters. We will partner with our local businesses and aldermen of our neighboring Wards. Local schools, churches and organizations will be asked 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 our Lindenwood Park neighborhood.

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

- Vendor Agreement & Liability Release
- 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](mailto:linfest@lindenwoodpark.org).

Sincerely,  
LinFest Committee  
Lindenwood Park Neighborhood Association



Saturday, October 5<sup>th</sup>, 2024 – 11am – 4pm, at Jamieson and Pernod

## VENDOR AGREEMENT

### Participating LinFest businesses and restaurants will receive:

- 1 10'x10' booth space;
- 1 Tent (if needed – vendors may 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 vendor space);
- Signage/branding rights at booth location (self-provided).

### The Participants agree to the following:

1. Will furnish LPNA with 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).
2. Will obtain the necessary inspection and permission of the St. Louis City Fire Department if any open flame cooking and/or the use of pressurized gas (propane) will be used.
3. Will not reassign the use of any vendor space without the prior approval of LPNA.
4. Will be responsible for collecting, reporting and paying all Federal, State and St. Louis City taxes.
5. Will be responsible for the security of their booth area, goods and personal items.
6. **LinFest** has the right to photograph all vendor booths and exhibits for publicity purposes.
7. Set up and Take Down: Vendors may begin setting up at 9am. All vehicles must be removed from the festival grounds area by 6pm. Please use hand-carts to carry additional products to your booth between 11am and 4pm as no vehicles will be allowed in the park between festival hours. Vehicles will be permitted on the festival grounds for break-down beginning at 4pm.
8. Will abide by any additional requirements.

### Food & Alcohol Vendors additionally agree to:

- Cooperate in obtaining the necessary Health Department permit. (LPNA will obtain the Health Certificate for food vendors – this is included in the Vendor fee). The Health Certificate, once applied for, will be provided to LPNA several days before the event. Vendors will receive the Health Certificate from event organizers on event day.
- **VENDOR** is responsible for obtaining the required City and State licenses for alcohol sales if providing any alcohol at **LinFest** 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.
- Will not serve menu items in glass containers.

## 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.

Vendor: \_\_\_\_\_

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

Please Print Name: \_\_\_\_\_



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## Vendor Application

Contact Person: \_\_\_\_\_

Business Name (to appear in promotional material): \_\_\_\_\_

Email: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Website Address: \_\_\_\_\_ 501(c)3 #: \_\_\_\_\_  
(To be posted in announcements) (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 the box:**

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

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### Participation Fees for Vendors:

\$85- Non-Food Vendor •  \$100 Food Truck

\$200 Food Only Vendor •  \$250 Food & Alcohol Vendor

This registration fee covers the City of St. Louis Park & Special Events permits and expenses for the event.

Please submit the Application and Liability Release forms by **August 1<sup>st</sup>, 2024**, together with a copy of your Liability Insurance Certificate (call your insurance agent – they may email it to [linfest@lindenwoodpark.org](mailto:linfest@lindenwoodpark.org)), and your check made payable to: (payment may be made online at [www.lindenwoodpark.org/donate](http://www.lindenwoodpark.org/donate))

**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.**

Vendor: \_\_\_\_\_

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

Please Print Name: \_\_\_\_\_

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Saturday, October 5<sup>th</sup>, 2024 – 11am – 4pm, at Jamieson and Pernod

## Sponsorship

There are several levels of sponsorship available. If you would like to support **LinFest** as a sponsor, thereby receiving banners, mentions, and free booths, please complete the additional form below and submit with your Vendor Application and Vendor Agreement forms.

Please consider being a sponsor at **LinFest**. As a sponsor you will receive:

\$1000	Stage Sponsor	<ul style="list-style-type: none"><li>• Company name &amp; logo on the main stage banner.</li><li>• Company name &amp; logo on all promotional materials.</li><li>• Logo on (1) social media post each incl. Facebook and Nextdoor.</li><li>• Logo on event website.</li><li>• Multiple PA announcements from the main stage throughout the day.</li><li>• No cost for a booth/tent.</li></ul>
\$500	Banner Sponsor	<ul style="list-style-type: none"><li>• Company name &amp; logo displayed on a banner at the LinFest <b>entrance</b>.</li><li>• Company name &amp; logo mentioned on all promotional materials.</li><li>• No cost for a booth/tent.</li></ul>
\$300	Event Sponsor	<ul style="list-style-type: none"><li>• Company name &amp; logo mentioned on all promotional materials.</li><li>• No cost for a booth/tent.</li></ul>
\$200	Activity Sponsor	<ul style="list-style-type: none"><li>• Company name &amp; logo on a sign at one specific LinFest activity.</li></ul>

If you would like to support **LinFest** as a sponsor, please complete the **below form** and submit with your **Vendor Application** and **Vendor Agreement** forms. If you don't need a booth there is no need to submit vendor details. Please also email your **company logo in .jpg format** to [linfest@lindenwoodpark.org](mailto:linfest@lindenwoodpark.org)

Please choose your desired level of sponsorship:

**\$1,000** (Stage Sponsor)

**\$500** (Banner Sponsor)

**\$300** (Event Sponsor)

**\$200** (Activity Sponsor)

Contact Person: \_\_\_\_\_

Business Name (to appear on promotional material): \_\_\_\_\_

Email: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Website Address (to be posted in announcements): \_\_\_\_\_

Facebook address: \_\_\_\_\_

Street Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone (for event-day contact): \_\_\_\_\_