

Section 5 Terms and Conditions:

General Liability

- Vendor agrees to provide the Saint Charles Oktoberfest Committee with a certificate of insurance with general liability limits with:
 - Liability Insurance in the amount of \$1,000,000 per occurrence.
 - Liability insurance in the amount of \$2,000,000 aggregate.
 - Effective and expiration dates must include the festival in its entirety.
 - **The Saint Charles Oktoberfest Committee and the City of St. Charles named as additional insured. SEE ATTACHED EXAMPLE**
- Vendor/participants are responsible for their merchandise and fully comprehend the risk of any and all loss, and/or property damage that may occur. In consideration for the opportunity to be an Oktoberfest vendor/participant, the booth operators hereby waive any and all claims for loss and/or property damage of any kind whatsoever against; the Saint Charles Oktoberfest Committee, the City of St. Charles, their directors, officers, agents, elected officials and employees from any and all expenses, claims, actions, liabilities, attorney fees, or damages, actually or allegedly resulting from or connected with the operation of said booth.

Permits

- Food/Beverage and Pre-packaged Food/Beverage Vendors are responsible for completing and returning the health permit application to the St. Charles County Health and Human Services office. The number to the Saint Charles County Health & Human Services office is 636-949-1800.
- Health Inspectors will inspect all Food/Beverage and Pre-packaged Food/Beverage booths approximately 1 hour prior to festival opening on Friday.

Booth Guidelines

- Vendors must maintain 1.5' clearance on both sides of booth.
- All vendor booths **MUST** be placed 5 feet off the walkway and no product may be sold in this area.
- Vendors are responsible for maintaining all areas immediately surrounding booths to avoid accumulation of trash and residue. Covered trash cans with plastic liners are required for refuse disposal.
- No animals are permitted within the food booth areas except for service animals.
- Smoking is not permitted within the food booth perimeter. Workers must step outside food booth area to eat or smoke.
- Each vendor is required to provide their own tents, tables, chairs, fans, and lighting.

Electrical and Fire Safety

- Upon request, all Vendors will be provided one 110V electric outlet. Additional outlets may be available upon request with additional charges.
- Guidelines from the St. Charles Fire Marshall requires the following:
 - 14-gauge, 3-pronged electric cord (bring several with a 50 ft. minimum)
 - Multi-plug power strip with circuit breaker
 - All booths are required to have a minimum of 1 5lb 2-A rated ABC file extinguisher; all booths with cooking operations must provide 1 10lb, 2-A rated ABC powder fire extinguisher
- Designated fire lanes must be kept clear at all times.
- Vendors using ice chests must notify the Committee **no later than August 24, 2017** to ensure appropriate electric set-ups are available.

- Vendors may not make any modifications to the electrical boxes provided.
- Power will be disconnected on Sunday at 5pm.

Water

- Water hook-ups will be available from Oktoberfest-approved sources throughout the park.
- Vendors may NOT hook-up to unapproved sources; doing so could result in removal from the festival.
- Vendor must provide hose for hookup.

Clean-up

- All equipment and booths must be broken down within 24 hours of the closing of the event.
- Breakdown of boxes required and vendor responsible for taking all trash to a dumpster.
- Booth spaces requiring clean up after the vendor has left will result in the forfeiture of their clean up deposit. This means all trash, debris, charcoal, oil, product boxes, etc.
- All equipment and booths must be broken down within 24 hours of the closing of the event.

General Requirements

- Vendors will be required to stay open until 7:30pm each evening or until close, pending weather. It is your decision if you'd like to remain open until the close of the event each evening (11pm-Friday/Saturday and 5pm-Sunday).
- All booths should be set up and be ready to begin operations by 9:00am each day.
- No vehicles are permitted on the fair premises during the event unless they are part of your booth and have been approved before the start of the event by the St. Charles Parks Department.
- All vehicles must be removed from the fair premises by the designated time (see below) with NO exceptions to this rule.
- Trailers may not be parked in Frontier Park.

2017 Saint Charles Oktoberfest Festival Schedule						
	Booth Set-up	Vehicles out of Park	Booths Ready to Open	Festival Opening	Booth Closing**	Festival Closing
Thursday	12:00pm - 8:00pm	9:00pm	--	--	--	--
Friday	8:00am – 1:00pm	2:00pm	3:00pm	4:00pm	7:30pm	11:00pm
Saturday	--	8:00am	9:00am	10:00am	7:30pm	11:00pm
Sunday	--	8:00am	9:00am	10:00am	5:00pm	5:00pm

**Additional check-in information will be provided once the application is accepted.

