



Not For Profit, For Profit & Exhibitor Checklist

Due to space limitations and applications with similar product offerings, we reserve the right to restrict vendors.

Upon your application acceptance vendors will be asked to submit the following items in order for their application to be completed.

- Online Application completed in its entirety.
(Note: Payment will be collected once your application has been reviewed & approved by the Oktoberfest Vendor Committee.)
- 2-3 pictures (clear, close up, color photos) of your complete booth set-up and display.
If pictures are unavailable please provide a basic rendering of your booth set-up and display.
- 2-3 pictures of the finished product(s) that you are planning to sell.
- Vendors that are **EXHIBITORS** must send 2-3 pictures that show you making each product(s) that you plan to sell.
- Not-for-profit vendors must submit a current tax exempt letter.
- All vendors must submit a certificate of insurance based on the criteria as explained in the General Liability Section of the Terms & Conditions.
- A separate check for the \$100 Clean-Up Deposit IS NOT REQUIRED THIS YEAR. If there is an issue with your booth location we will document it with photos and a follow up invoice for the clean up fee.

**Additional application items can be sent to either:
vendor@saintcharlesoktoberfest.com**

**Saint Charles Oktoberfest
P. O. Box 1183
St. Charles, MO 63302
ATTN: Vendors**

Please include your name and vendor name with your items.

If you have any questions please feel free to contact a member of the vendor committee.
Courtney Higgins – courtney.higgins@att.net or 314-304-4167
Heather Kuhn – heatherkuhn@sbcglobal.net or 314-267-2830