



2023 Vendor Meeting

General Items/Best Practices/New This Year

- Permits and Applications
- Vendor Best Practice
- Electrical Requests- No additional equipment can be accommodated if not listed. **Bring power strip (s).**
- Fire Department Requirements
 - Onsite fryers - Class K extinguisher
 - Cooking/warming with an open flame AND all booths with electricity-ABC extinguisher
- Help Us Promote- Sharing on Social Media, Flyer, Postcard, Eblasts to Customers

Event Day- May 19 & 20

- Bringing your own tent- There WILL be an inspection and tents not secured will not be approved to open. Dotted lines on layout denote vendor bringing tent. 40 pound weights securely attached to each tent leg are required. Vendors who do not comply will not be able to open.
- Layout (Subject to change through May 17)
- Weather- Rain or Shine
- Set-Up Time Frames (Earlier is better) – NO Drive-Up Delivery after 4 Friday or 10 Saturday
- Locate your tent using the layout/Name Chalked on the Street (final will be sent on May 17th)
- Health Inspections begin at 4 pm on Friday and 10 am on Saturday
- Complimentary Food Tickets
- Reporting a Problem/Event Day Contacts
- (2) Uniformed Patrol Officers will be onsite all day. Command post at top of street near Manchester.
- Security Overnight
- Chamber Tent (Located in front of Casa/Seafoam Media)
- 4 ATM's
- Remove items from the street promptly on Saturday evening

Other Tips/Reminders

- Be prepared with plenty of change, (\$1, \$5, etc.)
- Vendors are not permitted to sell or give away food OR: Soda, Beer, Water, Wine
- Tent Inspections/Electric- Patrick Jugo
- Restaurant Tips- Eliza Coriell
- Bags of ice will be available at the Chamber booth for \$4/a bag
- Let your employees know what is going on

Questions

Health Department- Direct questions regarding health inspection, requirements, etc. to health department directly. The Chamber cannot advise businesses on what is required.

- St. Louis County Health Department | Derrick Warren dwarren@stlouiscountymo.gov

General Event Information- Chamber Office | 314-781-8588 & Private Vendor Page

New Restaurants- Eliza Coriell (Crow's Nest) Dan Powers (Boogaloo)

Electrical Questions- Patrick Jugo | patrick@jugoplusarchitects.com | 314.374.2662

Day of Event Contact Jeannine Beck | 314.210.3248 (**Event Day only phone #**)