

MANCHESTER HOMECOMING FESTIVAL & CARNIVAL



2022 DATES	OPERATING HOURS
Friday, September 9 th	6:00 p.m. to 10:30 p.m.
Saturday, September 10 th	Noon to 10:30 p.m.
Sunday, September 11 th	Noon to 4:30 p.m.



Set-up for vendors on the Midway begins at 10:00 a.m. on Friday, September 9th
Set-up MUST be completed by 5:30 p.m. on September 10th

We are happy that you have chosen to be a part of the Homecoming Celebration in Manchester.

***** Please take a minute to read thru this information, there is some new things for 2022.*****

All vendors are expected to open and close at the designated times. The success of your booth and the event depends on everyone working together to help the patrons have a great time!

FOOD BOOTHS ONLY

As a food vendor , you are required to accept 'Homecoming Bucks'. These are certificates given to our volunteers to use dollar for dollar for food throughout the weekend. You will collect them and turn them in for cash on Sunday evening.

You must obtain a Temporary Food Service Permit from the St. Louis County Health Department. For more information, call 314-615-8900 or visit them online.

BOOTH OPERATIONS

- Each booth has had their items approved by the committee; no additional items may be added without approval from the committee. You may not give away bottled water.
- One (1) 10' x 10' tent with frame with lighting will be provided by the Homecoming Committee. Tables, chairs, and other equipment shall be supplied by Vendor. Please let us know if you plan to provide your own tent.
- Booths will have a 10 ft. frontage and will be set-up in assigned locations by the Committee, returning vendors are given priority of booth spaces and items until April 30th. All booth locations decided by the committee chair.
- No foods may be cooked under the tent provided by the Committee.
- Water hookups are not available. However, water is available on site, containers to carry water must be supplied by Vendor.
- Each vendor will be limited to 20-amp electrical service – please plan accordingly.
- Manchester Homecoming Committee will provide lights in the tents for the booths. If you intend to use electrical cooking devices, please inform us beforehand so we can balance the loads. Please make sure that any extension cords used are 12-10 gauge wire and not more than 25 feet long.
- Weather: The festival happens outdoors and is subject to fluctuating weather and booths are to remain open, please plan accordingly. In the event of severe weather, we will notify you if we plan to close or open late.
- Vendors, their tables, & products are required to stay within their booth space. When soliciting sales or sharing information, you may not use a speaker, or other amplified sound, if you fail to comply, they may be a fine and may not be allowed to participate in the future.
- Smoking is not allowed at booths
- Please have sufficient change available –the Committee booth will not have any.
- Please have your price list and name of your organization prominently displayed. You may not change prices after event starts.
- Vendor parking will be available in designated areas by permit only. No vehicles (except by permission) will be allowed in or around Midway during the event.
- We ask that all booths on the Midway be set-up 30 minutes prior to opening time. All vendors and/or delivery trucks will be allowed to enter the grounds temporarily for the purpose of dropping off supplies – until 1 hour before opening time and again after closing time.
- Ice will be available in limited supply for \$3.00/bag by contacting the Committee Booth.
- Each booth is responsible for Missouri sales taxes, unless exempt.
- Insurance: The City of Manchester encourages all organizations to provide a Certificate of Insurance

naming the City of Manchester as additionally insured in the amount of \$1,000,000 per occurrence general liability coverage.

CLEAN-UP

- The trash generated by your booth during normal operating hours is **not** to be placed in the trash barrels along the Midway. Use your own trash bags/cans and have one of your workers take it to the dumpster located at the pool building.
- After closing each night, please put all your trash in the dumpster provided by the pool building.
- All coals must be cool before dumping and you may not dump oil on the grounds or in the trash cans
- A cleaning fee will be assessed to those leaving soiled tent canopies, stained concrete, or excessive trash left behind. Do not use a barbecue pit under any tent. Cooking with open flames inside any booth is PROHIBITED!!!

CLOSING

Extinguish all fires, cooking coals, etc. Cooking coals and greases are not to be dumped into the trash barrels, in grass, or down storm sewers. If you are using charcoal, you must have a steel container available for your ashes. If you need special help during the event, come to the Homecoming Committee Booth and we will do our best to help you.

SAFETY/ PARKING/ SHUTTLE

- Police are on the premises during the operating hours to assist and control crowds.
- Security patrols will be provided on site at the event. However, the committee is not responsible for any items lost, stolen, or damaged; do not store valuables on the premises.
- Due to limited parking, passes will be distributed, two per booth space, when you arrive and check in at set-up. PARKING Enter from Sulphur Spring Road at St. Joseph Lane and park on the ball fields. Overflow parking will be at The Journey Church, 625 Meramec Station Rd. and Community Christian Church, 623 Meramec Station Rd. FREE SHUTTLE BUS begins ½ hour before opening and runs until ½ hour after closing. Hop on the shuttle and ride to and from Homecoming during event hours. Shuttle runs from The Journey Church and Community Christian Church to the Park Entrance on Old Meramec Station Road.

MISC. INFORMATION

- The Manchester Homecoming Committee reserves the right to limit and/or reject any proposed menu items. We will review all items and approve or reject to ensure that there is only one duplication of an item. No more than two booths may sell the same menu item with exceptions listed below. Duplications will be placed away from one another. **EXCEPTIONS** Vendors may not sell corn dogs, funnel cakes, or shake-ups per our contract with the ride company. In addition, bratwurst, pulled pork sandwiches, water, and soda sales are prohibited due to prior arrangements. Each vendor may only sell those items listed & approved by the Committee on their application.
- If the city must cancel the event, a full refund will be given. If the vendor needs to cancel. A full refund, less \$5, will be given only if notice is received 1 month (4 weeks) prior to Homecoming opening night (August 12).
- The City of Manchester, the Manchester Homecoming Committee, its officers, employees, and volunteers are not responsible for lost, stolen, or damaged property and are released from any and all liability for any injury, accident, illness, or other damages sustained by participation in the application identified activity. By signing this contract, you agree to each of the rules, restrictions, and requirements listed.

While the Homecoming Committee strives to honor your request for a specific location during the event, it is not always possible. **Spaces will be assigned the week of Homecoming and you will receive an email with your location as well as a more specific map of the location.**

Thank You, we are looking forward to a beautiful weekend and a great turnout. For further information, please visit manchestermo.gov/homecoming

Becky Jones
Manchester Parks, Recreation, & Arts
636-391-6326, ext. 400 or bjones@manchestermo.gov