

ST. CROIX LANDMARKS SOCIETY, INC.
STRIVING ARTISTS DAY VENDOR APPLICATION & CONTRACT

Event Date: **Sunday, November 27, 2022**

Estate Whim Museum - (340) 772-0598 * Email – office@stcroixlandmarks.org

PRINT CLEARLY! All fees are due at time of registration. Registration deadline is **November 19, 2022**

New Vendor Seasoned Vendor Since _____ Preferred Space: _____, _____ Date: _____
(Year) (1st choice, 2nd choice)

Contact Name: _____

Business or Organization: _____

Mailing Address: _____

City, Island, Zip: _____

Phone: _____ E-Mail: _____
Home Cell

Type of Vendor: Food or Beverage Jewelry Art or Photography Books Other _____

Original art and locally-handcrafted products only. Please list all products you will sell. Food vendors must attach a menu and price list: _____

FOOD VENDORS MUST MEET ALL REQUIREMENTS OF DEPARTMENT OF HEALTH – HEALTH PERMIT & FOOD HANDLER’S CARDS AND COVID-19 MANDATES. – Only items listed here will be permitted for sale. This enables St. Croix Landmarks Society (Landmarks) to limit the number of like goods offered in the event, thereby maximizing profit potential for all. We will try to limit the vendors to two with like goods -- Exceptions to this rule may occur. -- Landmarks has the right to refuse to allow any items not listed from being sold during the event. This is a family-friendly event. Landmarks reserves the right to refuse vendors if merchandise/theme is deemed inappropriate for this audience.

FEES: Booth Space Rental: \$60.00 OR Early-Bird Registration: \$55.00 (if paid by November 12, 2022)

Electricity: \$10.00*

***Access to electrical outlet. Vendor must supply own electrical extension cord and plug adapter.** Outlets are limited and available on first-come, first-serve basis. Vendors are not allowed to share electricity with other booths.

Register & pay fees by November 19, 2022. At our office, Wednesday or Saturday, 10:00 a.m. – 3:00 p.m. **Other payment options:** PayPal (office@stcroixlandmarks.org) OR Mail to: No. 52 Estate Whim; St. Croix. V.I. 00840.

Two (2) admission passes will be provided per booth, at check-in. **All others must pay \$5.00 admission fee.**

Names and Contact Number of booth workers:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

Vendors are invited to give demonstrations during Striving Artists Day, for educational purposes. We also welcome donated door prizes.

Please schedule me to demonstrate _____ during Striving Artists Day.

I will donate _____ as a door prize.

In making this application, I/we agree to exhibit/sell under and in compliance with the accompanying Rules & Regulations are included with this application and contract. I understand that this contract shall be legally-binding between the two parties. Vendors should insure their own exhibit, equipment, products and materials. Landmarks does not and will not assume liability for any theft, injury or other accident that may occur during the event to visitors or vendors. Vendor shall not hold Landmarks liable for any damage, which it may cause or which may be caused by Landmarks, its representatives, agents, employees or any other person or entity. Should the vendor default in any provision hereof, he/she shall be liable to Landmarks for any damages occasioned thereby, inclusive of reasonable attorney fees.

By signing below AND on following pages, I acknowledge that I have received, read and agree to comply with this contract and the **Striving Artists Day Vendor Rules and Regulations.**

1. _____
Print Name Signature Date

2. _____
Print Name Signature Date

**ST. CROIX LANDMARKS SOCIETY, INC.
STRIVING ARTISTS DAY VENDOR APPLICATION & CONTRACT**

For Office Use Only

Application Status: Approved Not Approved Booth Space Assigned: _____
Electric Requested: Yes No Electric Approved: Yes No

Food Vendors Section

Food Handler's Card: Yes No Health Permit: Yes No Menu: Yes No
Helper's Name: Yes No N/A Helper's Food Handler's Card: Yes No N/A

Fees and Payment

_____ # of Booth Spaces at \$60 or \$55 (10% off, early bird rate) \$ _____
_____ # of Electrical connections at \$10 each (subject to approval) _____
TOTAL DUE \$ _____

Fee Paid \$ _____ Check Credit Card Cash Paypal

Payment:

Date Received _____ Receipt # _____ Received by: _____

ST. CROIX LANDMARKS SOCIETY, INC. STRIVING ARTISTS DAY VENDOR APPLICATION & CONTRACT

- 1) **ORIGINAL ART AND LOCALLY-HANDCRAFTED PRODUCTS** - The St. Croix Landmarks Society (Landmakrs) hosts Striving Artists Days for the purpose of bringing together artists, artisans, authors and prospective clients. We provide a showcase for the work of people who reside on St. Croix. Vendors acknowledge that products must be produced in the Virgin Islands and be predominantly handcrafted. The event also raises funds for Landmarks' Estate Whim Museum, education programs and Research Library & Archives.

- 2) **BOOTH SPACE AND VENDOR PASSES** - Uncovered spaces on the grounds are 10'x10', and vendor must provide his or her tent. Vendor must refrain from encroaching on adjacent booth spaces, walkways or common areas. Vendor must supply own table(s) and chairs.
 Grills must be secured behind the serving area and outside the reach of visitors. Food vendors are limited to one small gas tank and are required to have a **fire extinguisher**. Vendor is responsible for proper off-site disposal of cooking oil, food waste and other garbage.
 Space assignment will be made on a first-come, first-serve basis, after receipt of full payment and Vendor Application & Contract, including copies of necessary permits, where applicable. If you have more than one space you will need a permit for each location. Landmarks reserves the right to adjust or make changes in assigned spaces as deemed necessary.
 Two (2) vendor passes will be given upon vendor check-in. All others must pay \$5.00 Admission Fee. Vendor entry will not be allowed without wristband.

- 3) **SUBLETTING, SHARING OR SPLITTING OF BOOTH SPACE** - Use of space is restricted to the individual(s) listed on Vendor Application & Contract. Subletting, sharing or splitting of any part of your booth space is NOT allowed. Any vendor found to have subleased any portion of his/her booth space will be required to vacate the premises immediately without refund of any monies. Such vendor will be barred from future Striving Artists Days.

- 4) **FOOD AND BEVERAGE PRODUCT LIMITATIONS** - All food and beverage vendors must submit a menu at time of registration. To ensure a variety of food offerings, Landmarks reserves the right to reject menu items. Vendors may not sell commercially-packaged food or beverages (alcoholic or non-alcoholic). **All food vendors must prominently post menu with prices, Health Permit and Food Handler's Cards for every individual assisting in booth.**
 Landmarks reserves the sole right to operate a bar during Striving Artists Day for the benefit of the our operations. Vendors may not sell water, sodas or other items offered by the Landmarks' bar.

- 5) **DEPARTMENT OF HEALTH FOOD HANDLER'S CARD AND HEALTH PERMIT** - Each food or beverage vendor must provide a copy of his/her Health Permit and Food Handler's Cards for self and all helpers, at the time of registration. These documents are issued by the Virgin Islands Department of Health. Please contact the **Division of Environmental Health at 773-1311, extension 3108 or 3109** for further information.

- 6) **VENDORS MUST FOLLOW ALL VIRGIN ISLANDS DEPARTMENT OF HEALTH COVID-19 MANDATES.**

- 7) **VENDOR DEMONSTRATIONS AND DONATIONS** - Vendors are encouraged to demonstrate the making of their artwork during the event. Vendors are also invited to donate items as door prizes. Please indicate your interest and/or donation on the Vendor Application & Contract.

- 8) **PROTECTION OF MUSEUM STRUCTURES AND GROUNDS** - Vendors with spaces near museum structures must remember that these structures are part of our museum exhibits and may not be used to store or hang items or otherwise as part of any booth space.
 The Estate Whim Museum is rented for weddings and other special events. Its appeal is dependent on the maintenance of attractive, well-manicured grounds. Please help us to maintain the appearance of the museum grounds, by adhering to entry and parking regulations.

- 9) **ILLEGAL SUBSTANCES/FIREARMS/NOISE POLLUTION** - Illegal substances, paraphernalia and firearms are prohibited. Loud music, radios, stereos, loudspeakers, etc. are also prohibited during the event.

Vendor Signature:

1.			
	Print Name	Signature	Date
2.			
	Print Name	Signature	Date

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10) VENDOR CHECK-IN, ACCESS TO MUSEUM GROUNDS AND PARKING

Parking in the lot adjacent to Queen Mary Highway is reserved for visitors. All vendors must check-in and enter through the rear entrance to the museum. This entrance is accessed from Good Hope Road.

Traveling west on Queen Mary Highway, pass the Estate Whim Museum entrance and go to the next intersection. Good Hope Road will be on your left. Concordia Road will be on your right (north). Turn left (south) on Good Hope Road. Drive past six houses on your left and turn onto a dirt road, between two chain link fences.

From Governor Melvin H. Evans Highway, turn north onto Good Hope Road. Drive past Pedro Gardens/Whim Gardens Housing for the Elderly and turn right onto a dirt road between two chain link fences.

No vehicles will be permitted entry through the gate located at the front of the museum, on the Queen Mary Highway side. There will be no vendor check-in at the visitor entrance.

Limited access to booth space will be allowed until 9:00 a.m. To ensure the safety of vendors, staff and visitors, no vehicle will be permitted east or north of the cottage after 9:00 a.m. **All vehicles must be parked in designated Vendor Parking Area, west of the Estate Whim Cottage (My Granny House) before 9:00 a.m.** NO EXCEPTIONS WILL BE PERMITTED. Vendors who arrive late must be prepared to carry supplies and equipment from the designated Vendor Parking Area. No vehicle will be permitted east or north of the cottage after 9:00 a.m. No vehicles will be allowed on the museum grounds outside of the designated Vendor Parking Area, after 9:05 a.m. or before 5:00 p.m. – NO EXCEPTIONS. These rules will be strictly enforced for the protection of people and the museum grounds.

Vendor agrees to respect and obey parking attendants and other staff or volunteers at all times during the event.

11) BOOTH SET-UP AND BREAKDOWN

Space set up time begins at 8:00 a.m. Limited access to booth space will be allowed until 9:00 a.m. Vendors may not leave cars running during set-up. We do not guarantee unloading adjacent to or in close proximity to booth space. Select and pack materials and equipment accordingly and consider bringing a dolly or handcart for use in hauling equipment, materials and merchandise. **Landmarks staff, volunteers and equipment will not be available to assist with booth set-up.** Vehicles will not be allowed in the area between the Great House, cookhouse and office.

Booth area must be kept clean throughout event. All tents, equipment, tables, chairs, materials, goods and garbage must be removed by the end of the day on Sunday. A penalty and storage fee of \$60.00 per day will be charged on any items not removed. Vendor is not allowed to begin packing or breaking down before 5:00 p.m. EVERY BOOTH needs to remain open. REMEMBER, your actions directly affect everyone on the grounds. Landmarks reserves the right to refuse registration for the next Striving Artists Day, to any vendor who leaves before 5:00 p.m.

12) ANIMALS - Except service animals are not permitted on museum grounds. Service animals must be leashed and clearly identified as service animals.

13) INDEMNIFICATION - Vendor understands that Landmarks is not responsible for damages or theft during the event. Landmarks' staff are not available to load or set up individual booth spaces and will not be responsible or held liable for any losses or damages of any kind that occur at your booth.

14) CANCELLATION - THERE ARE NO REFUNDS ON FEES, INCLUDING FOR SICKNESS OR CANCELLATION OF EVENT DUE TO RAIN OR ACTS OF GOD.

15) POLITICAL CANDIDATES - The St. Croix Landmarks Society welcomes attendance by candidates for political office. However, they may not distribute, attach or display campaign materials, banners, signs, stickers or bumper stickers of any kind. They may attend Striving Artists Day wearing campaign materials such as T-shirts and buttons, to meet and greet constituents.

16) PLEASE NOTE - No vendor raffle sales or charity solicitations are permitted. Only those items listed on Vendor Application & Contract will be allowed for sale. St. Croix Landmarks Society reserves the right to accept or reject any Vendor Application & Contract. St. Croix Landmarks Society reserves the right to refuse unsuitable work.

17) I grant permission for the use of my name, photograph, artwork, written work, video or audio recording to promote Striving Artists Day and St. Croix Landmarks Society's programs and events in advertisements, public service announcements, websites, news releases, brochures, pamphlets or other media.

Vendor Signature:

1.	_____	_____	_____
	Print Name	Signature	Date
2.	_____	_____	_____
	Print Name	Signature	Date