



**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     \$75.00 or     \$70.00 (early bird rate)..... \$ \_\_\_\_\_  
\_\_\_\_\_ # of Electrical connections at \$15 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**  
**RULES AND REGULATIONS**

- 1) **ORIGINAL ART AND LOCALLY HANDCRAFTED PRODUCTS** - The St. Croix Landmarks Society (SCLS) 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 the SCLS museums, education programs and the 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 their 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 signed 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. SCLS 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 an \$8.00 Admission Fee. Vendor entry will not be allowed without a wristband.

- 3) **SUBLETTING, SHARING OR SPLITTING OF BOOTH SPACE** - Use of space is restricted to the individual(s) listed on the Vendor Application & Contract. NO subletting, sharing or splitting of any part of your booth space is allowed. Any vendor found to have subleased any portion of his/her booth space will be required to vacate the premises immediately without a 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, SCLS 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 the booth.**

SCLS reserves the sole right to operate a bar during Striving Artists Day for the benefit of the society and museum. **Vendors may not sell water, sodas or other items offered by the SCLS 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 him/her 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) **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.
- 7) **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.

- 8) **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: \_\_\_\_\_

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### 9) 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 vendor** 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.

To ensure the safety of vendors, staff and visitors, no vehicle will be permitted east or north of the **Estate Whim Cottage (My Granny House)** after 9:00 a.m. **All vehicles must be parked in the designated Vendor Parking Area, west of the Estate Whim Cottage (My Granny House blue building) 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 4:00 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.

### 10) 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. Vehicles will not be allowed in the area between the Great House, cookhouse and office.

The Booth area must be kept clean throughout the 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 \$50.00 per day will be charged on any items not removed. Vendor is not allowed to begin packing or breaking down before 4:00 p.m. EVERY BOOTH must to remain open. REMEMBER, your actions directly affect everyone on the grounds. SCLS reserves the right to refuse registration for the next Striving Artists Day, to any vendor who leaves before 4:00 p.m.

11) **ANIMALS** – With the exception of service animals, no animals are permitted on museum grounds. Service animals must be leashed and clearly identified as service animals.

12) **NON-INDEMNIFICATION** - Vendor understands that SCLS is not responsible for damages or theft during the event. SCLS 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.

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

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

15) **PLEASE NOTE** - No vendor raffle sales or charity solicitations are permitted. Only those items listed on the 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.

16) 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 programs and events in advertisements, public service announcements, websites, news releases, brochures, pamphlets or other media.

Government Laws & Regulations- Vendor will follow all lawful government rules & regulations including the following: All of the Department of Health Covid-19 Mandates if any.

Vendor Signature: \_\_\_\_\_