



SEPTEMBER 6TH | 7TH | 8TH

EXHIBITOR GUIDE * 2024



SAINT LOUIS
ART FAIR

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I. CULTURAL FESTIVALS

A. Staff



AUTUMN ABAD
Volunteer Coordinator



DANIEL LEWANDOWSKI
Operations Coordinator



MEGAN ZARANEK
Associate Director



BRITTANY LAVY
Quartermaster



SEAN ZARANEK
Beverage Coordinator



BECKY GENOWAYS
Beverage Specialist



STEPHEN KING
Emerging Artist as
Entrepreneurs Coordinator



ALEENA SHAIK
Operations & Production
Intern



ALEXIA ESTES
Operations & Production
Intern



LILLY SWAFFORD
Graphic Design Intern



MYA COPELAND
Social Media &
Communications Intern



SARAH UMLAUF
Executive Director
sumauf@culturalfestivals.com

THE SAINT LOUIS ART FAIR (SLAF)

is produced by Cultural Festivals (CF), a not-for-profit corporation. Cultural Festivals is governed by a Board of Directors and is supported through corporate sponsorships, foundations, private donations, earned income, and public & private agency grants.

MISSION

Inspire and engage our community with the foremost celebration of exceptional visual art.

B. Artist Relations Team

ARTIST RELATIONS EVENT MANAGEMENT TEAM

We are responsible for assisting you throughout the entire weekend in order to ensure a positive, productive, and trouble-free experience.



SCOTT SARANDIS



SHERRY SHUMAN



MARIANNE BAER



AMY DYER



KRISTIN BUCKLES

C. FAQs and Where to Direct Calls

EXECUTIVE & ASSOCIATE DIRECTORS:

SARAH UMLAUF at (314) 249-1819 or sumlauf@culturalfestivals.com

MEGAN ZARANEK at (561) 324-4964 or mzaranek@culturalfestivals.com

GENERAL ARTIST INFO:

ALEENA SHAIK & ALEXIA ESTES at info@culturalfestivals.com

ONSITE ARTIST RELATIONS:

SCOTT SARANDIS at 618-781-2900

THE CLAYTON POLICE DEPARTMENT:

(314) 645-3000

II. TRAVEL AND STAY

Le Méridien St. Louis Clayton

(Formally known as the Sheraton)

7730 Bonhomme Ave.
Clayton, MO 63105
(314) 863-0400

Le **MERIDIEN**
ST. LOUIS CLAYTON

TRAVEL TO ST. LOUIS

CULTURAL FESTIVALS OFFICE:

225 S. Meramec Ave., Suite 105
Clayton, MO 63105
(314) 863-0278

ARTIST REGISTRATION LOCATION:

Le Méridien St. Louis Clayton
Gallery Ballroom (Lower Level)
7730 Bonhomme Ave.
Clayton, MO 63105



DIRECTIONS TO ARTIST REGISTRATION FROM:

Lambert-St. Louis International Airport (Approx. 15 minutes away from the Saint Louis Art Fair)

- Go East on I-70 (towards St. Louis) to I-170
- Take exit 238A onto I-170 South (toward Clayton) to the Forest Park Parkway exit (1E)
- Exit off of Forest Park Parkway at S Central Ave.
- At the light, make a right on Bonhomme Ave.
- Travel approximately 1.5 blocks, and Le Méridien will be on your right

Interstate 70 (East and West)

- Exit I-170 South
- From I-170 S take the Forest Park Parkway (1E)
- Exit Forest Park Parkway at S Central Ave.
- At the light, make a right on Bonhomme Ave.
- Travel approximately 1.5 blocks, and Le Méridien will be on your right

DIRECTIONS CONTINUED:

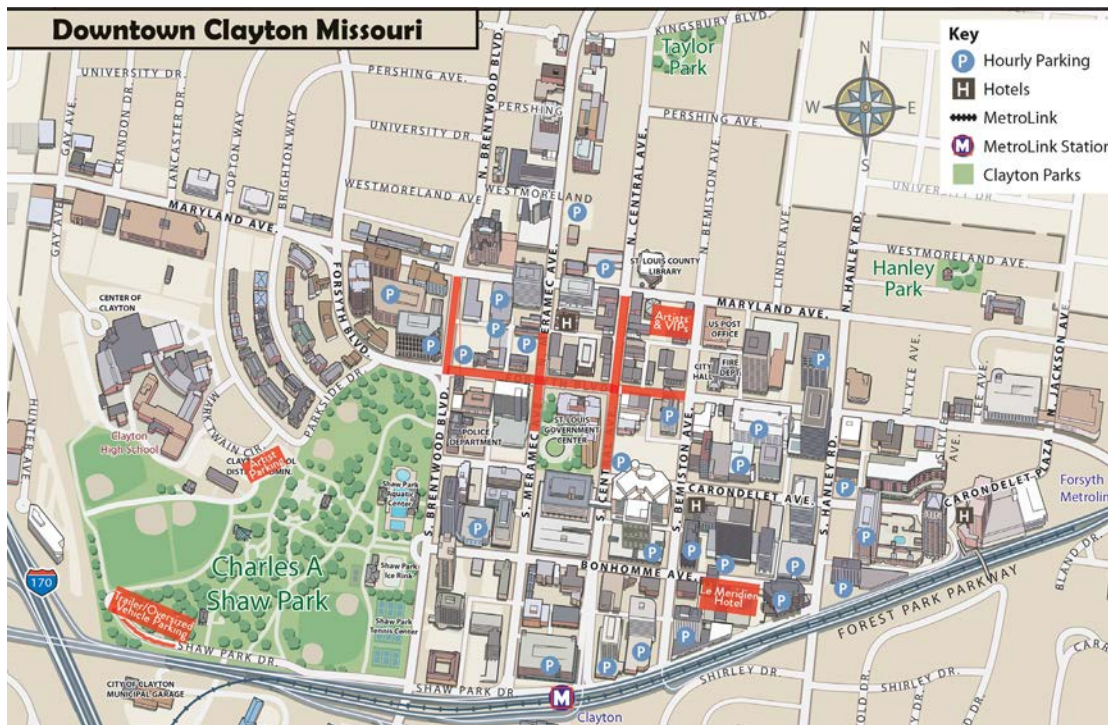
Interstate 64 (Hwy 40) (east and west).

- I-64 take I-170 North
- From I-170 take the Forest Park Parkway exit 1E
- Exit Forest Park Parkway at Central Ave.
- At the light, make a right on Bonhomme Ave.
- Travel approximately 1.5 blocks, and Le Méridien will be on your right

Interstate 55 (north and south)

- I-55 will intersect with I-70 at varying locations around the metropolitan area
- Take I-70 West to I-170 South
- From I-170 South take the Forest Park Parkway exit (1E)
- Exit off of Forest Park Parkway at Central Ave.
- At the light, make a right on Bonhomme Ave.
- Travel approximately 1.5 blocks, and Le Méridien will be on the right

***Red lines indicate on-site areas**



III. ON-SITE REGISTRATION

REGISTRATION TIMES

Thursday, September 5th
5:00 PM - 8:00 p.m.

Friday, September 6th
9:00 AM - 12:00 p.m.

EARLY SET UP

Artists with booths in the 100's and 500's can meet on site to receive registration credentials from staff on Thursday, September 5th, after 12:00 p.m.

Arrangements must be made with staff prior to arrival

HOW TO REGISTER SUCCESSFULLY

- Arrive in person.
- Present a current driver's license or passport.
- Artists must check-in at registration and be on-site during all 3 days of the fair.
- You may not add a collaborator after the jury (a collaborator is someone who worked on the artwork with you, and is not the same as an assistant).
- An assistant CANNOT check in for you.

IF YOU FAIL TO REGISTER BEFORE 12:00 PM FRIDAY, SEPTEMBER 6TH:

- Exhibiting Artists will not be allowed on the Art Fair site for set-up without proper credentials provided at registration.
- Artists forfeit all paid fees, deposits, and rights to participate in the Saint Louis Art Fair.
- The Art Fair reserves the right to use the space for other purposes.

LOCATION:

Le Méridien Gallery
Ballroom (Lower Level)
7730 Bonhomme Ave.
Clayton, MO 63105
(314) 863-0400

IF YOU KNOW YOU'RE GOING TO BE LATE, PLEASE CONTACT:

SCOTT SARANDIS with Artist Relations: (618) 781-2900

or

SARAH UMLAUF (Executive Director): (314) 249-1819



IV. EXHIBITOR PARKING

ARTIST PARKING AREA:

2 Mark Twain Circle
Clayton, MO 63105
Next to Clayton High School
*Look for Parking Signs



Over-sized artists parking indicated by the red line. Trailers should be dropped along the south side of Shaw Park Drive, lengthwise across the striped parking spaces. When accessing Shaw Park Drive from Brentwood Boulevard, stay to the right for Shaw Park Drive.

ARTIST PARKING PASS

- Provided at on-site registration
- Allows 1 vehicle per artist to enter the Art Fair site (during approved times) and to park in the Artist Parking area.
- Must be displayed at all times in the rear-view mirror. Any vehicle without an appropriate pass, or displaying a pass registered to another vehicle, will be towed at the owner's expense

Regular artists parking is indicated by the yellow line. Access to this parking lot is from Mark Twain Circle via Parkside Drive.

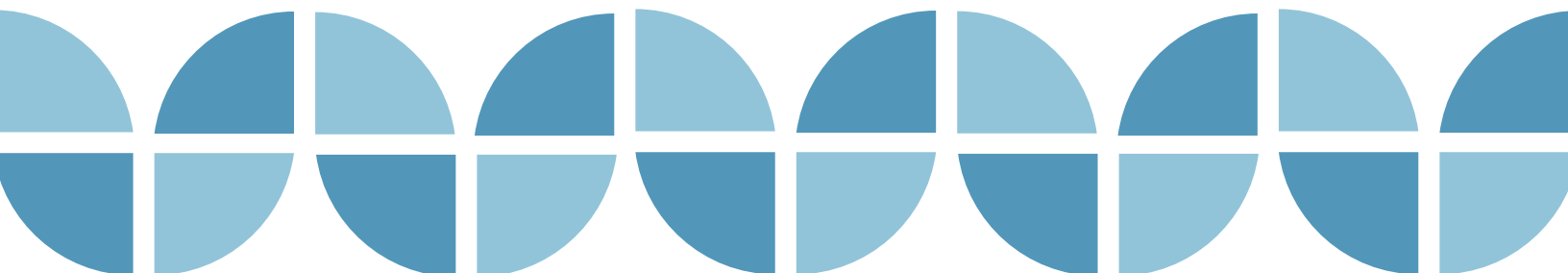
All vehicles are subject to search by the Clayton Police Department.

ONSITE VEHICLE CLEARANCE

- All vehicles must be removed from the Art Fair grounds by the times below.
- Vehicle access for tear down: The Clayton Police and Cultural Festivals staff determines when vehicles can enter Sunday evening without danger to pedestrians (estimated time: 5:45 PM – 6:00 PM).

Vehicles are PERMITTED on-site during the following times:

Friday, September 6th	10:00 AM – 3:00 PM	10:30 PM – 12:00 AM
Saturday, September 7th	7:00 AM – 9:00 AM	9:30 PM – 12:00 AM
Sunday, September 8th	7:00 AM – 10:00 AM	5:45 PM – 8:00 PM



V. FREIGHT IN/FREIGHT OUT

NEED TO SHIP?

Packages may be shipped to the Art Fair office. Artist is responsible for removing packages from the Art Fair office.

Please notify the Art Fair if you plan to have packages shipped to the office: (314) 863-0278, Aleena Shaik, ext. 100

ADDRESS ALL SHIPMENTS AS FOLLOWS:

Name of Exhibiting Artist, Booth #
c/o Saint Louis Art Fair
225 S. Meramec Ave., Suite 105
St. Louis, MO 63105

AFTER THE FESTIVAL:

Artist is responsible for getting packages back to the Art Fair office for shipment on Monday, September 9. All packages must be picked up by 3:00 PM on Monday, September 9, 2024.

PLEASE NOTE:

SLAF does not have overnight storage space to offer and accepts no responsibility for lost or damaged goods.

VI. EXHIBITING ARTIST AMENITIES AND HOSPITALITY

A. Artist Amenities

RECEIVED AT REGISTRATION

Artist Packet:

- One parking pass and information materials for the Artist and Assistant.
- One artist booth sign with artist's name, city, state, media and booth number.
- One souvenir Program Guide.
- Free drink at Le Meridian

Onsite Amenities

- One assigned booth space measuring 100 square feet (10'x10').
 - 2' x 2' of storage space is provided behind tent (subject to change)
 - Tent must be 10' x 10' (not included)
- One 500-watt electrical outlet.
- Free booth sitting sessions throughout the festival (see page 14).
- Snack and water deliveries by Artist Relations and volunteer staff.
- Hours listed below can also be found on the back of your artist badge.

VIP + ARTIST HOSPITALITY LOUNGE

Please see page 11 for more details about the return of the VIP + Artist Hospitality Lounge.

Additional Recognition

- A listing in the Art Fair Program Guide including: artist name, city, state, booth number and website.
- Recognition in SLAF's visual online gallery and a hyperlink to your website and/or e-mail address for one year.
- Admission for two to the Artist Awards Ceremony and Breakfast.

B. Artist Hospitality

You will have two options for Artist Hospitality at the 2024 Saint Louis Art Fair:

OPTION 1

Artist Hospitality hosted at the Residence Inn

8125 Forsyth Blvd., 63105

Located on the Second Floor, we have reserved Discovery Room A for a place to relax in the air conditioning.

Restrooms are located on the second floor of the Residence Inn. Light refreshments will be available.

OPTION 2

VIP + Artist Hospitality Lounge hosted at Beniston Place

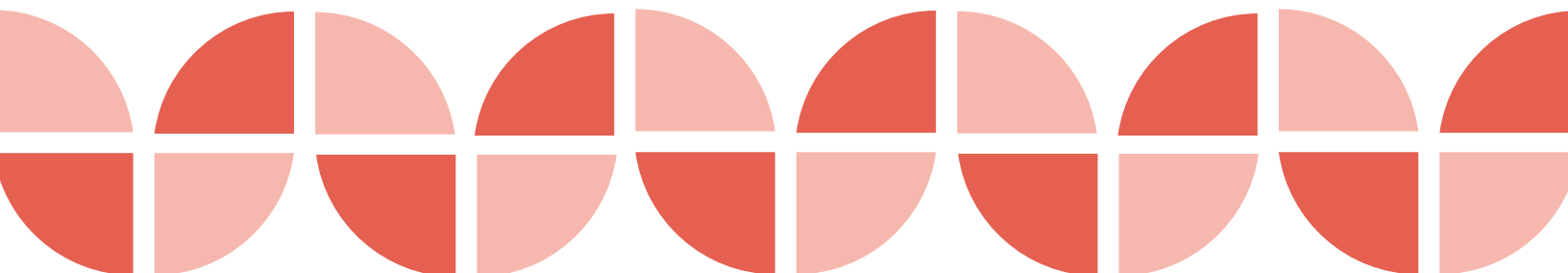
9 N Bemiston Ave., 63105

Located close to the SLAF footprint, the VIP + Artist Hospitality Lounge will serve food and beverages and provide a relaxing space to cool down. To-go containers will be available.

VIP + ARTIST HOSPITALITY LOUNGE HOURS

Saturday, September 7th
9:30 AM - 5:30 PM

Sunday, September 8th
10:30 AM - 3:00 PM



VII. ON-SITE OPERATIONS

A. Booth Set-Up and Structural Requirements

SLAF PROVIDES:

- 100 Square Foot Area (10' x 10')
 - *We strongly discourage use of pop-up tent due to high wind concerns.
- Storage Space
 - 2' "storage" space is provided behind your booth. Power is distributed here.
 - Caution: Watch out for electrical cables when walking and placing items behind booth.

POWER AND LIGHTING:

- Artists are required to adequately light their booth spaces.
- Cultural Festivals and the Clayton Fire Department must approve configurations of light fixtures, appliances, and any extension cords used by exhibitors.
- Provided: 1 standard electrical receptacle (500 watt) for each artist. You will find a quad receptacle at the rear of your booth in the 2' x 2' storage area. You will be sharing this quad-receptacle with three other artists, do not plug into more than one receptacle.
- Please limit your power usage to 500 watt. Service to the quad-receptacle will be interrupted if you exceed the limit.
- Use of generators is not permitted.

WARNING:

Do not place boxes or any other items on the outlet to prevent accidental unplugging of the cord or a fire. Artists are responsible for any and all damages caused by improperly configured electrical connections. Cultural Festivals will remove non-conforming connections, machinery, or equipment at the artist's expense.

SLAF DOES NOT SUPPLY:

- Booth structures
- Racks
- Tables
- Light Fixtures
- Weights
- Associated display equipment and supplies

AWNING RULES FROM THE CLAYTON FIRE DEPARTMENT:

- Booths are limited to awnings that only extend over the 2' x 2' storage space behind your booth.
- Booths are allowed awnings with restricted guidelines to make space for emergency fire lanes.

BOOTHS THAT CANNOT HAVE FRONT FACING AWNINGS:

- All booths in the 100's that end in an EVEN number, (i.e. 102, 104, 106, etc.)
- All ODD numbered booths in the 200's (i.e. 201, 203, 205, etc.)
- Booths from 301-348 that end in an EVEN number, (i.e. 302, 304, 306, etc.)
- All ODD numbered booths in the 400's (i.e. 401, 403, 405, etc.)
- All EVEN numbered booths in the 500's (i.e. 502, 504, 506, etc.)

We must keep fire lanes open

Fire lanes are located on the North side of Forsyth Blvd. (200's & 400's) and on the East side of Central (500's), Meramec (300's), and Brentwood (100's).

BOOTH SET UP:
Friday, September 6th,
10:00 AM

B. Booth Hours of Operation

ART FAIR HOURS OF OPERATION

FRIDAY, SEPTEMBER 6TH
5:00 PM - 10:00 PM

SATURDAY, SEPTEMBER 7TH
10:00 AM - 9:00 PM

SUNDAY, SEPTEMBER 8TH
11:00 AM - 5:00 PM

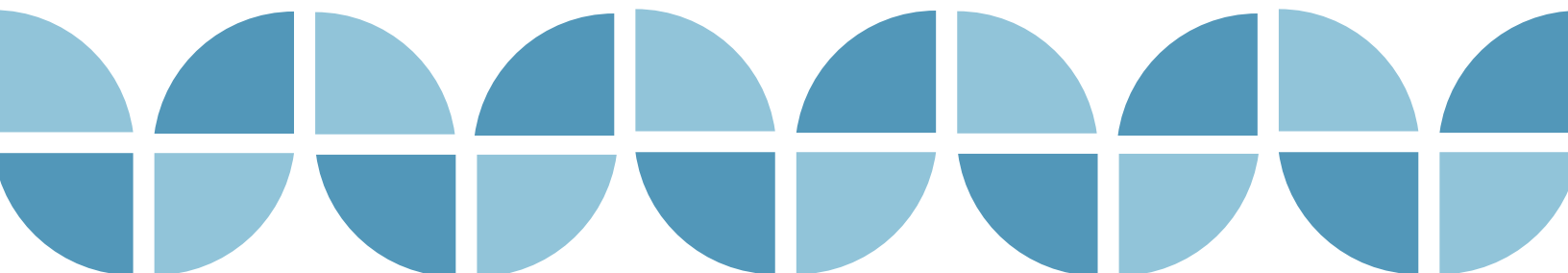
BOOTH HOURS OF OPERATION:

- Booths must be set-up and open for business during ALL hours of SLAF.
- Artists must register and personally attend their booth during all published hours. Failure to abide will result in the artist's booth being shut down and forfeiture of all fees.
- Artists are allowed reasonable breaks of 15 minutes (Assistants or booth sitters must be present during break).
- If a collaboration, both partners must be on-site during all 3 days of SLAF.
- Artists may not show in other fairs, exhibitions or events in the Greater St. Louis Metropolitan Area taking place at the same time as SLAF.
- Artists may not begin dismantling or tearing down booths until after the Art Fair closes at 5:00 PM on Sunday, September 8th.

BOOTH ACCESS AFTER HOURS:

Access to booths is restricted after the Art Fair closes.

In order to access your booth after hours, contact the Clayton Police Department at 314-645-3000. A Clayton Police Dispatcher will contact a police officer that will then meet you at the SLAF site and escort you to your booth. Be prepared to show a picture ID and your SLAF ID badge. Cultural Festivals appreciates your full cooperation.



C. Booth-Sitting

15 MINUTE BREAKS:

Assigned volunteers can booth-sit or run on-site errands during scheduled times.

BOOTH-SITTING REQUEST FORM:

You have the opportunity to choose booth-sitting time slots when completing the BOOTH-SITTING FORM that is accessible through the link provided in the Midsummer Mailing email. Due by AUGUST 15th.

SLAF cannot guarantee booth-sitters for each requested time slot.

Priority goes to those who request booth-sitters by the deadline above.

BOOTH-SITTING TIME SLOTS:

FRIDAY, SEPTEMBER 6th 7:00 PM - 9:30 PM

SATURDAY, SEPTEMBER 7th 11:30 AM - 3:00 PM
 6:00 PM - 9:00 PM

SUNDAY, SEPTEMBER 8th 1:00 PM - 4:00 PM

REQUEST FOR ASSISTANCE

Should you need assistance during the festival please send a TEXT message to the address below.

An artist relations team member or volunteer will come to your assistance.

SCOTT SARANDIS (618) 781-2900

D. Booth Rules

BOOTH SIGNAGE

Provided by SLAF. Must be placed in a prominent location inside your booth. Lists the artist's name, city, state, medium and booth number.

BOOTH ASSIGNMENTS

Locations are NOT interchangeable. Artists must leave their space in the same condition in which it was found.

PETS ARE PROHIBITED

Please, NO PETS! Unfortunately, the Saint Louis Art Fair is not pet friendly. Pets are often intimidated by crowds, their paws cannot withstand heated pavement, and can react unpredictably. For the comfort and safety of our patrons, artists will be asked to remove pets, enforced through city ordinance. Only service animals are permitted. While Emotional Support Animals or Comfort Animals are often used as part of a medical treatment plan as therapy animals, they are NOT considered service animals under the ADA.

DISPLAYED WORK

Must reflect only the style and medium submitted in the exhibitor's juried application on ZAPP. The Viewing Committee will intermittently review each booth's content throughout the weekend. Works notably beyond the scope or media represented in the jurying process will be prohibited from exhibition and sale.

ADDITIONAL DISPLAYS

Artist's statement must be displayed in the booth. Name, logo, biographical information, business cards, and information about gallery representation in the Saint Louis area are allowed.

Don't encroach past your 10' x 10' space onto your fellow artist's space. Objects such as browse bins, pedestals, and small objects directs traffic flow past neighboring booths.

AUDIO

Permission must be granted by surrounding artists in order to operate any sound or audio-visual equipment.

INCLEMENT WEATHER

Artists must provide appropriate rain covers, tie-downs, and weights to ensure safety for you, the artists next to you, and our guests. Artists assume liability if their tent is not properly weighted; SLAF will assist when possible.

CULTURAL FESTIVALS RESERVES THE RIGHT TO:

- Limit or prohibit the operation of sound/ audio-visual equipment if disruptive to others.
- Change the location of allocated space.
- Slightly reduce or increase the size or shape of space allotted.
- Re-arrange the layout of unoccupied areas.
- Alter entrances and exits to and from the site.
- Undertake other structural alterations.

E. Booth Display Requirements

ARTISTS WILL FACE IMMEDIATE EXPULSION FROM THE SHOW FOR THE VIOLATION OF ANY OF THE FOLLOWING POLICIES:

ARTWORK ON DISPLAY AND FOR SALE:

- Artists must guarantee the accuracy of the description of the works presented and the authenticity of the work as the creation of their own hands.
- All work exhibited must be comparable to work shown in submitted images. The Executive Director reserves the right to ask that any work that is inconsistent with the juried subject be removed.
- 2-Dimensional Work must be displayed as appropriately framed and glazed pieces. Unframed, matted works may be shown in a portfolio for customer browsing.
- All work exhibited must be limited to the 10'x10' space.
- Reproductions = Not Allowed.

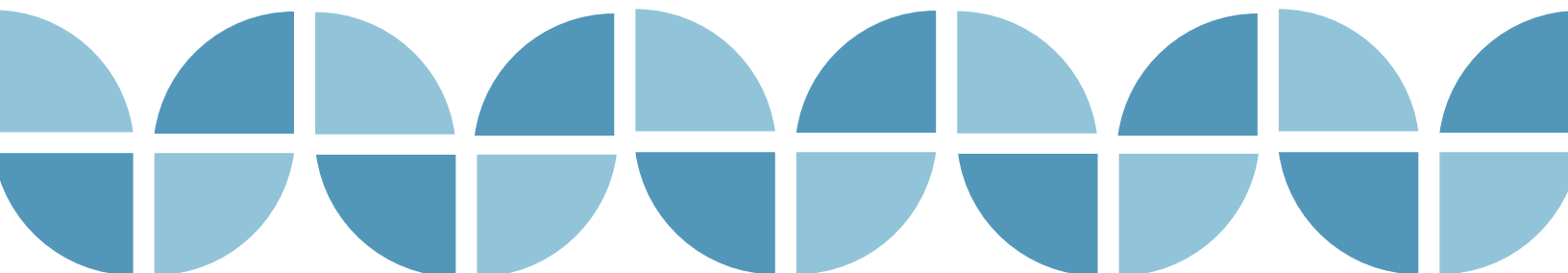
Work represented within the booth display image submitted for the jury process was NOT juried into the show (this was only reference of booth size and display). Review your ZAPP application to be aware of and verify the body of work you were juried to exhibit.

PROHIBITED:

- No soliciting or displaying any corporate logo or sponsorship affiliation of any kind.
- No other work of individuals other than those accepted and specified in the artist's application for entry may be displayed or advertised in the booth.
- No other cards, ribbons, awards, catalogs, brochures, flyers, posters or publicity materials may be displayed.

INSPECTION OF ARTWORK ON DISPLAY AND FOR SALE:

- The Viewing Committee will intermittently review each booth's content throughout the weekend.
- Works notably beyond the scope or media represented in the jurying process will be prohibit from exhibition and sale.
- Cultural Festivals reserves the right to exclude from exhibition and sale any non-conforming work as determined by the Viewing Committee and/or the Executive Director. All decisions of the Executive Director and/or Viewing Committee are final.



F. Booth Security

Clayton Police Department
314-645-3000

GENERAL FESTIVAL SECURITY:

- 24-hour security is provided beginning Friday.
- The SLAF site will be routinely patrolled through the entire fair weekend by uniformed and non-uniformed police officers.

Please Note: Ensuring the safety and security of property is the Artist's responsibility.

- Pickpockets and other professional thieves recognize large public events as opportunities to exploit.
- Use precautions you would normally take when traveling and participating in any outdoor event to protect your art, cash, and other treasured belongings.
- Mark all personal items such as bags, crates and containers clearly with your name.
- Cultural Festivals is not responsible for any damage that may occur to work, equipment or other material due to rain, wind, fire, theft, etc.

SAFETY AND FIRST AID:

- Clayton Police & Fire PR Booth/Lost and Found Booth: N. Meramec Ave. & Forsyth Blvd.
- First Aid Booth: Located on S. Meramec Avenue
- Accessible Parking Location: The parking lot at the intersection of Maryland Ave. & N. Central Ave. (*By request*)
- Artist Emergency Shelter: 7911 Forsyth Blvd. in the Carrollton Bank Building Parking Garage between Central Ave. & Meramec Ave.

FIRST AID GUIDELINES:

If you are in a position to respond to a person who has been involved in an accident:

- Know the location of the First Aid Booth.
- Report unsafe conditions, situations or guests to staff, a committee chair, or police officer.
- If you see a suspicious package or item of any kind:
- Do not use your cell phone; immediately locate a police officer.
- Clearly describe the item and its location.

In case of serious injury or illness:

- Locate a radio-equipped committee member, staff member or police officer that will then contact the on-site paramedics immediately.
- Do not attempt to move anyone who may be injured.
- Stay with the individual until help has arrived.

In the event of an accident:

- SLAF will make a formal incident report.
- Please remain at the scene until City of Clayton personnel have completed a report.
- If a crowd has gathered around an accident or injury scene, please cooperate with police and SLAF Staff in providing the victim adequate space.

G. Weather and Emergency Notifications

Cultural Festivals has extensive plans for unexpected emergencies and severe weather. We ask that all artists use the designated artist emergency shelter.

ARTIST EMERGENCY SHELTER:

7911 Forsyth - in the Carrollton Bank Building Parking Garage between Central Ave. & Meramec Ave.
If friends or family need to contact you in the event of an emergency, have them contact:

Sarah Umlauf at (314) 249-1819

Please, give these phone numbers and the phone number of your hotel or host in Saint Louis to anyone who may need to contact you or our staff in an emergency.

TEXT MY GUESTS TEXT MESSAGING SYSTEM:

Cultural Festivals will utilize this text-messaging system throughout the weekend to keep you updated on weather conditions and notify you in the case of an emergency.

Messages will come from **618-726-8639**, not Cultural Festivals/Saint Louis Art Fair.



VIII. REQUIRED DOCUMENTS

A. Insurance and Limitation of Liability

Artists must provide Cultural Festivals with an appropriate Certificate of Insurance, naming Cultural Festivals as an additional insured pursuant to a general liability insurance policy with a minimum coverage of \$1,000,000. The COI should be issued to, Cultural Festivals dba Saint Louis Art Fair, 225 S. Meramec Ave., Ste. 105, St. Louis, MO 63105

CONTACT ONE OF THE FOLLOWING:

Your Insurance Agent, ACT (if you have an annual plan), or for single-show coverage, FLDean Insurance

<https://securevendorinsurance.com/DeanAG/ApplicantInformation?GroupEventKey=093bfa6e3a74>.

Cultural Festivals will not be liable to any exhibitor or any other person for any damage or loss whatsoever, arising from any cause except the gross negligence of Cultural Festivals.

Without limiting the foregoing, Cultural Festivals will not be liable for any loss incurred by reason of failure of the Artist to obtain such insurance or failure of such insurance to cover any loss.

B. Missouri Sales Tax

- The current combined sales tax rate for Clayton, state, and county is **9.238%** of the retail price.
- All Artists need to fill out a Tax ID form and send it directly to the state of Missouri.
- If your business is a sole owner or partnership you need to complete the Special Event Tax Registration Application form 2643S. (<http://dor.mo.gov/forms/2643S.pdf>)
- If your business is a corporation or an LLC you need to complete the Missouri Tax Registration Application form 2643A. (<http://dor.mo.gov/forms/2643A.pdf>)

Write SPECIAL EVENT at the top of this form.

Return the completed form to:

Sales and Use or Transient Employer

Withholding Taxation Division

PO Box 357

Jefferson City, MO 65105-0357

Phone: (573) 751-5860

Fax: (573) 522-1722

E-mail: businessstaxregister@dor.mo.gov

Website: <http://dor.mo.gov/business/>

**SALES TAX RATE:
9.238%**

ARTIST AWARDS CEREMONY AND BREAKFAST

Sunday, September 8,
at 8:30 AM
Le Méridien
7730 Bonhomme Ave.
Saint Louis, MO 63015

Make sure to bring your artist badge.
It is your ticket to the breakfast.
There will be 27 Artist Awards and
up to \$20,000 in cash awards.

*Award winners receive an invitation to the
2025 Saint Louis Art Fair exempt from the
jurying process and application fee.*

A panel of judges will review work displayed at each
booth during the following times:

Friday, September 6th
5:00 PM onward

Saturday, September 7th
10:00 AM onward

IX. CANCELLATION AND WITHDRAWAL

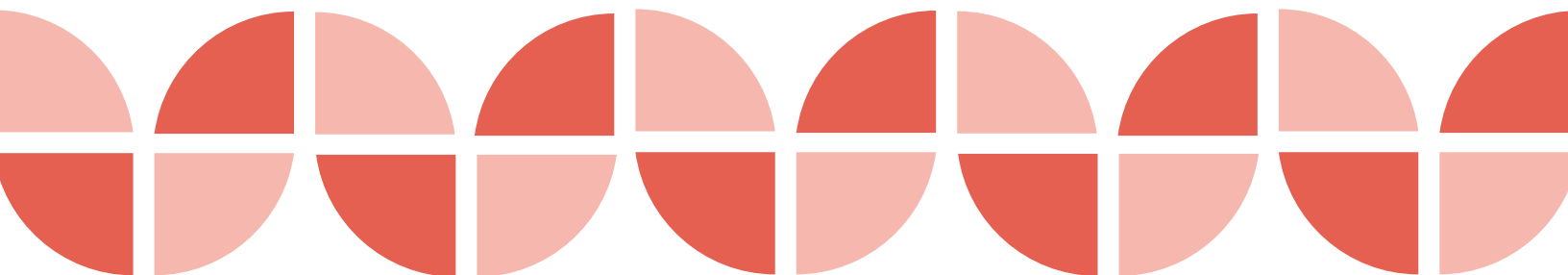
- Artists who cancel between July 11 and August 4, 2024 will receive a 33% refund. Cancellations on or after August 5, 2024, the artist will not receive a refund.
- All cancellations must be in writing, via email.
- All artists who fail to register on-site by 12:00 Noon (CST) on Friday, September 6, 2024 forfeit all rights to occupy their booth space. In such event, the exhibitor will remain liable for the full booth fee.

RIGHTS

- Cultural Festivals may, if required by force majeure or other reasons beyond its control, postpone or shorten the Art Fair.
- No exhibitor shall have any right or claim for any damages whether direct, indirect or consequential, or of any other kind, arising or alleged to arise by reason of any postponement or cancellation of the Saint Louis Art Fair.
- Cultural Festivals reserves the right to prevent an artist accepted by the jury for exhibition from exhibiting for conduct deemed, in Cultural Festivals sole discretion, unacceptable and/or detrimental to the mission and reputation of Cultural Festivals. If Cultural Festivals exercises its rights under this rule in advance of the date of the Saint Louis Art Fair, Cultural Festivals will provide artist notice of Cultural Festivals' decision in writing, to the address provided by artist in his/her application.

X. ACKNOWLEDGMENT OF LAWS AND REGULATIONS

- The laws of the City of Clayton, the State of Missouri and the United States of America will be applicable to all questions arising under the rental of space or these conditions.
- All participants of the Saint Louis Art Fair must adhere to fire, safety, and security regulations.
- In the submission of an application for entry, the exhibitor acknowledges these conditions of participation and agrees to observe and be bound by each and every provision contained therein, and all other rules and guidelines of the Saint Louis Art Fair.



XI. HARRASSMENT POLICY

Cultural Festivals has a ZERO TOLERANCE POLICY for harassment of any kind. At Cultural Festivals, we are committed to providing a welcoming and safe environment for everyone, regardless of gender, sexual orientation, disability, gender identity, age, race, or religion.

The Cultural Festivals organization is committed to providing an open-minded and safe environment, in which all guests can enjoy an event in an atmosphere of fun, respect, and tolerance, without enabling destructive behaviors and attitudes.

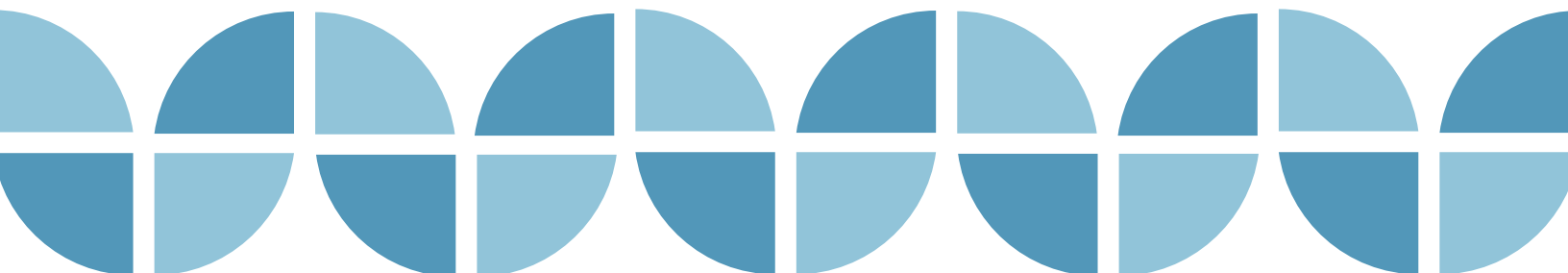
Having a “Safe Space” environment at our event means that each and every guest should feel welcome to participate in activities, services or events free of threats, intimidation harassment, unwanted advances, and the deliberate, or negligent, creation of unsafe conditions.

If a participant engages in harassing behavior, staff members or security may take any action they deem appropriate, including warning of the offender or expulsion from the event.

Every participant including artists, volunteers, staff, sponsors and festival attendees is entitled to be free from discrimination and harassment at the festival, on the basis of age, sex, color, national or ethnic origin, race, religion, marital status, criminal record, disability, sexual orientation, gender identity or expression, language, class or political belief.

We take all feedback seriously. If you have been intimidated, harassed, or made to feel uncomfortable at our event, please inform event security and/or staff immediately. Following events, please contact us at info@culturalfestivals.com or 314-863-0278 for assistance.

If you experience harassment at the festival event you should contact event staff to discuss the situation and possible responses. Our initial approach is to encourage early and informal resolution and to facilitate a direct conversation which resolves the matter.



XIII. RESOURCE CONTACT LIST

SHIPPING:

The Packing Store Small-Moves:
Jeff Hawkins (314) 602-4278
3945 Nottingham Dr.
St. Louis MO, 63129

TENT RENTALS:

White Top Inc.
Dan Haider
618-803-9003

OFFICIAL SLAF HOTEL:

Le Méridien, Clayton MO
7730 Bonhomme, Clayton, MO 63105
(314) 863-0400
Website:
<https://www.marriott.com/hotels/travel/stlmo-le-meridien-st-louis-downtown/>

TAX FORM QUESTIONS:

Sales and Use or Transient Employer Withholding
Taxation Division
PO Box 357
Jefferson City, MO 65105-0357
Phone: (573) 751-5860
Fax: (573) 522-1722
E-mail: businessstaxregister@dor.mo.gov
Website: <http://dor.mo.gov/business/>

ROAD CONSTRUCTION IN ST. LOUIS AREA:

<https://www.modot.org/weekly-construction-report>

XV. SCHEDULE AND DEADLINES

THURSDAY, SEPTEMBER 5, 2024

Optional Early Set up for 100's & 500's.....	12:00 PM
On-site Artist Registration.....	5:00 PM - 8:00 PM

FRIDAY, SEPTEMBER 6, 2024

On-site Artist Registration.....	9:00 AM - 12:00 PM
Vehicles permitted on-site.....	10:00 AM - 3:30 PM
On-site booth set-up.....	10:00 AM - 5:00 PM
Art Fair open to public.....	5:00 PM - 10:00 PM
On-site judging of show begins.....	5:00 PM

SATURDAY, SEPTEMBER 7, 2024

Vehicles permitted on-site.....	7:00 AM - 9:00 AM
Yoga: bring your mat and a smile Performing Arts Stage (brought to you by St. Louis Corporate Yoga).....	9:00 AM - 10:00 AM
Art Fair open to public.....	10:00 AM - 9:00 PM
On-site judging of show continues.....	10:00 AM

SUNDAY, SEPTEMBER 8, 2024

Vehicles permitted on-site.....	7:00 AM - 10:00 AM
Artist Awards Ceremony and Breakfast.....	8:30 AM - 10:00 AM
Yoga: bring your mat and a smile Performing Arts Stage (brought to you by St. Louis Corporate Yoga).....	10:00 AM - 11:00 AM
Art Fair open to public.....	11:00 AM - 5:00 PM

