



## Maifest Volksplatz May 18 & 19, 2019 Vendor Guidelines

- Date:** Saturday, May 18 & Sunday, May 19, 2019
- Times:** Volksplatz hours Saturday 9 am – 5 pm & Sunday 9 am – 2 pm  
Check In: Friday 5 pm – 7 pm & Saturday 7 am - 8:30 am  
Set up any time **after** you check in.  
Take down is immediately after event close on Sunday.
- Location:** Schiller Street, from 1st to 4th, Hermann, MO 65041  
Registration at 4th & Schiller Streets.
- Booth Size:** 10' x 10' Due to safety considerations for parades and other activities on Schiller Street, items from your booth may NOT extend beyond the 10' x 10' allowance. Booths are located at the very edges of the street and include slanting gutters.
- Tent/Tables:** Vendors must provide your own tent and tables. Food vendors **MUST** have a tent. No stakes of any kind may be driven into the ground.
- Electricity:** Electricity is very limited, and is offered only on a first come, first served basis. Some 120 V 20 AMP receptacles are available for \$10 each. Other amounts of electricity may be considered but are not guaranteed. Please indicate quantity and amount requests with your application. Extension cords smaller than #12 will NOT be allowed.
- Taxes:** Missouri state, Gasconade County and City of Hermann sales tax collection is the responsibility of each participating vendor. See the **Special Events Tax Guide**.
- Licenses:** All vendors are required to acquire a **Special Event Business License** from the City of Hermann. This is an annual permit. If you have participated in any other vendor activities in the City of Hermann already this year, please call the city office to verify.  
Additionally, if the vendor is selling alcohol, a **Caterer's Permit** must be acquired, from the City of Hermann. You must also acquire a State of Missouri Caterer's Permit.  
City of Hermann applications can be found at: <http://hermannmo.com/government/>  
State of Missouri forms and applications can be found at: <https://dor.mo.gov>
- Fees:** \$50 for each 10' x 10' booth space. Due with application. Non-Refundable. This is a Rain or Shine event.
- Deadlines:** Special Event Business License Applications (annual application): **April 15**  
Caterer's Permit Application (per event application): **April 15**
- Vendor Promotion:** All vendors are asked to submit one .jpeg **photo** to [tourism@hermannmo.com](mailto:tourism@hermannmo.com). This will be used in social media promotions, prior to the event. We encourage all vendors to LIKE "Visit Hermann" on Facebook, Twitter and Instagram to help promote the Maifest Volksplatz.
- Parking:** Street parking is available, after unloading, on all connecting streets east and west of Schiller (1st through 5th Streets.) Some parking for larger vehicles is available in the empty lots at 5th and Guttenberg.
- For More Info:** Sarah Hoelmer  
Volksplatz Event Chair  
Cell: 573-619-5343  
Email: [maifest@visithermann.com](mailto:maifest@visithermann.com)