



3rd Annual Hermann Motorcycle Rally

Vendor Guidelines

- Date: Saturday, June 8, 2019
- Time: 11:00 a.m. – 5:00 p.m.
- Location: Clara Eitmann-Messmer Amphitheater
231 East Fifth Street
Hermann, MO 65041
Entrances are on 4th, 5th and Gutenberg Streets
- Booth Size: 10' x 10'
- Tent/Tables: Vendors must provide your own tent and tables. Food/beverage vendors **MUST** have a tent.
No stakes of any kind may be driven into the ground.
- Load In: The gates will be unlocked at 7:00 a.m.
- Load Out: Immediately after event. All items must be removed by 7 p.m.
- Electricity: Included in event fee. 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.
- 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/>
- Fees: \$25/booth. Non-Refundable. Due with application.
- Deadlines: Caterer's Permit Application: **Wednesday, May 8**
Special Event Business License Applications: **Friday, May 24**
- Promotion of Vendors: Each vendor is asked to submit one .jpeg photo to Tammy by **Friday, May 24**. This will be used in social media promotions, prior to the event. All vendors and sponsors will be promoted in the hard copy event program and on social media.
- Parking: South of the amphitheater in the grass, between 5th Street and Frene Creek.
East of the amphitheater in the gravel, between Gutenberg and Frene Creek.
- For More Info: Tammy Bruckerhoff
City of Hermann Tourism Director
Office: 573-486-5400
Cell: 573-789-5100
Email: tourism@hermannmo.com