

Annie Malone Children & Family Service Center
2011 May Day Parade – Sunday, May 15, 2011
Booth Vendor Registration Process

In order to complete the booth registration process to participate as a vendor for Annie Malone's May Day Parade, you will have to complete the following:

- Complete a Annie Malone's **booth application** and submit it with a payment of: **\$150.00 - Info Booths, and \$200.00 – Food Booths** to Annie Malone. Annie Malone will issue you a receipt of payment, and a copy of your application. Take these items with you as you obtain the additional permits (listed below) required for setup.
- If you do not have a **MO Sales Tax ID number (Cost \$25.00)**, you will need to obtain one from:
 - The MO Tax Assistance Center - 3256 Laclede Station Rd., Ste 101, St. Louis, MO 63143-3753, Phone: (314) 877-0177
- If you are applying for a **food permit**, you will then need to obtain a **waiver** from City Hall, License Collectors Office prior to obtaining your food permit with the Dept. of Health – They will need your sales tax id# and your driver's license to complete this process.
 - The License Collectors Office – 1200 Market Street, City Hall, Room 102-105, St. Louis, MO 63103, 314-622-4528
- Upon completion of obtaining a **waiver**, you will receive documentation from The License Collector's office to take to the Dept of Health – Food & Beverage Control to obtain a **food permit**. The cost is **\$50.00**
 - Food & Beverage Control, City of St. Louis Department of Health - 1520 Market, Suite 4051, St. Louis, MO 63103, (314) 657-1539

Upon completion of these steps, you will be registered as a vendor for the event and will be issued a packet with a vendors permit to display upon request. It will include all setup information, rules and expectations, and your booth #.

All registered info and food booths will be located between 14th and Tucker in Kaufmann and Poelker Park across from City Hall in Downtown St. Louis.

* -Booth Assignments #s are issued based upon registration completion date with Annie Malone.