



January 2010

Dear Prospective Gypsy Caravan Merchandise Vendor:

Thank you for your interest in **Gypsy Caravan 2010**. The 38th Annual Gypsy Caravan will be held, regardless of weather, from **7:00 a.m. to 5:00 p.m. on Memorial Day, Monday, May 31, 2010**.

Our site for 2010 is again the campus of the University of Missouri-St. Louis (UMSL). This location has wonderful access off of I-70 and I-170, has ample public parking, and is very close to a MetroLink light rail stop.

We are very pleased to announce that we have added **72 covered booth spaces** in the Millennium South Parking Garage.

Enclosed please find one copy of the **Merchandise Vendor Contract**. All vendors are responsible for abiding by the terms of the contract which they sign. Please carefully note the contract provisions for Gypsy Caravan 2010 as listed in the Merchandise Vendor Contract.

As a reminder, **NO WEAPONS OF ANY KIND** will be permitted at Gypsy Caravan 2010. Vendors who are found to be in possession of or selling weapons will have their booths shut down and be escorted off the site by security personnel. Also, please note that electricity is not provided and **generators are prohibited**.

**To reserve space and avoid late fees, your contract and payment in the form of either a CASHIER'S CHECK, MONEY ORDER, or CREDIT/DEBIT CARD, must be postmarked by April 15, 2010.** Applications made after April 15 will be charged a late fee as specified in the contract. Receipt of your contract will be confirmed via email or mail if no email address is provided. If you would like to be located near another vendor, both contracts should be submitted at the same time. Don't delay – Gypsy Caravan has been sold out of all booth spaces the last five years.

After your contract is processed and booth spaces assigned, your copy of the contract will be mailed, or emailed, to you by mid-May. At that time, information about check-in, set-up, traffic patterns/routing and parking will be on our web site, [www.gypsyncaravan-stl.org](http://www.gypsyncaravan-stl.org). No moving vehicles except emergency vehicles, staff carts and specific service vehicles will be permitted in the vendor exhibition area between 6:30 a.m. and 5:00 p.m. on May 31, 2010.

Gypsy Caravan 2010 is a fundraiser for the Saint Louis Symphony Orchestra. The gate receipts and vendor space fees benefit the Saint Louis Symphony Orchestra and its education and community programs. However, we take no commission on your sales--all profits are yours. Gypsy Caravan is presented by the Saint Louis Symphony Volunteer Association with the cooperation of the University of Missouri-St. Louis.

Thank you and we look forward to your participation in the 38th Annual Gypsy Caravan.

Sincerely,

The 2010 Gypsy Caravan Committee

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## VENDOR CHECKLIST

Before mailing in your Outdoor Merchandise Vendor Contract:

1. Have you signed your contract under the section marked "Vendor Signature?"
2. Have you included a **CASHIER'S CHECK, MONEY ORDER** for the appropriate amount **or a CREDIT / DEBIT CARD with complete, legible information with signature?**
  - Gypsy Caravan accepts: American Express, Discover, MasterCard, and Visa.
  - **NOTE: No personal or business checks will be accepted.**
3. Have you returned your entire contract? (Page 1 asks you to include your business name; as well as other potential merchandise sellers who must be reported for sales tax purposes.)
4. Have you avoided paying a late fee by mailing your contract before April 15, 2010?
  - Contracts postmarked after April 15 will be accepted when accompanied by late fee payment.