STATE EMPLOYEE RECOGNITION DAY

Friday, May 2, 2008 11:00 a.m. to 2:00 p.m.
Missouri State Capitol Building – South Lawn

Vendor Registration

All vendors must comply with Rules for Use of Capitol Grounds – refer to the following page

SECTION I

Vendor Name

Type of Business

Address

Contact

Phone Number **E-mail**

SECTION II

Will a booth be set up? ◯ Yes ◯ No

If yes, provide booth specifications

(All efforts will be made to provide one table and two chairs per vendor)

If you are not attending the event but would like to donate a service or prize, please go to Section III.

Will a tent be set up? ◯ Yes ◯ No

If yes, provide tent specifications

(Banners and flags may not be flown from tents)

Electric required? ◯ Yes ◯ No

If yes, provide amp and volt requirements

Type of Plug (3 prong; etc.)

Provide digital picture if an unusual plug is required.

Note - Wood, metal or plastic poles or standards shall not be used to support signs or banners and shall not be brought onto Capitol grounds. Signs displayed during an activity shall not contain obscene words or symbols.

SECTION III

Service Donated

Food - specify

Beverage - specify

Prize - specify

Volunteers - number

(other than those working at booth/table)

Advertisement (type)

Other - specify

Questions - contact Denise Osborne, the state coordinator, at 573-526-4554 or at Denise.Osborne@oa.mo.gov

Return completed form to: Denise Osborne, Office of Administration, Division of Personnel, Truman State Office Building, 301 West High Street, Room 430, Jefferson City, MO 65101, fax to 573-751-8641 or e-mail Denise.Osborne@oa.mo.gov.

All applications must be received by Friday, April 11, 2008

Submit by Email Print Form

RULES FOR USE OF CAPITOL GROUNDS

The following are excerpts from 1 CSR 35-1.050 Public Use of State Facilities. The document in its entirety may be found at http://www.sos.mo.gov/adrules/csr/previous/1csr/1csr0304/1c35-1.pdf.

(1)Facilities Subject to this Rule:

Definitions

(A)This rule governs public use of the Capitol Building and grounds, as defined in subsection (1)(B) hereof, and of other public building and grounds, as defined in subsection (1)(D) hereof.

(B)As used in this rule, the term "Capitol Building and grounds" means the first floor of the Capitol rotunda, the museum area, corridors, restrooms and all other common areas on the first floor of the Capitol Building, the circular drive and the Capitol grounds. The Capitol grounds, as shown on Appendix A, extends to High Street on the south and to Jefferson Street on the east, but do not include Parking Lots Number 1, 2, 4 and 15A, nor the Highway and Transportation Building and its grounds nor the buildings and grounds know as "Lohman's Landing."

(C)Regulations governing the public use of the Capitol Building and grounds are set forth in section (4) of this rule.

(H)As used in this rule, the term "grounds" means the land lying between a public building and the property line of the land on which the building is situated.

(4)Public Use of the Capitol Building and Grounds.

(A)The following activities and conditions are not permitted in or about the Capitol Building and grounds, as defined in section (1) of this rule:

3. ……The service of food or beverage on the Capitol grounds is prohibited unless approved by the facility manager and the food or beverage is served without charge.

5. Commercial activities, including the sale of any goods or services and any other activities undertaken for the primary purpose of obtaining a financial return for the benefit of an individual or organization, whether organized for profit or not, except as otherwise authorized in this rule;

14. …….Wood, metal or plastic poles or standards shall not be used to support signs or banners and shall not be brought onto the Capitol grounds. Signs displayed during an activity shall not contain any obscene words or symbols;

15. Any other activity that presents a significant likelihood of damage to the rotunda or other portions of the Capitol;

ADDITIONAL INFORMATION REGARDING THE USE OF THE SOUTH LAWN OF THE MISSOURI STATE CAPITOL BUILDING:

- Site amenities may be brought in for events, i.e. chairs, tables, etc. These are the sole responsibility of the user.

- Items that require anchoring into the ground are not permitted, as the area is covered by an underground lawn irrigation system

- Any use that does damage to the sidewalks or lawns is prohibited (i.e. barbecue grills must have protection under them; any liquid or substance that would kill grass is prohibited [this includes ice], or must be moved to a sidewalk.)

- All parties are responsible for proper cleanup of the area and disposal of all trash.

- The facility manager may impose reasonable limits on the duration of the activity and the space allocated to it, and may furnish materials, supplies, and equipment needed for the activity, if such are available, but may limit the amount furnished so that government property may remain accessible to other members of the general public. All permits issued shall require the permittee to comply with the condition described in sub-section (4)(A) of 1 CSR 35-1.050 Public Use of State Facilities

Note – all motorized vehicles are not allowed on any sidewalk area without obtaining a permit from the facility manager.