

Salem Days 2012 Vendor Policy

“Making Life Better”

I GENERAL

The Salem Days Committee will designate the areas available for booths during the Making Life Better celebration. The Committee reserves the right to reject any and all requests for booths.

Approved booths may be set up between 3:00 pm and 5:00 on Friday August 10th (Salem Hills High School Clubs and Teams). Retail Vendors may set up Friday August 10th from 7:00 pm- 9:00 pm or Saturday August 11th from 7:30 am – 9:30 am. Booths must be removed no later than 4:00 pm on Saturday August 11th. Each vendor is responsible to provide their own security for their booth, equipment, inventory and other items located at the site from the time the booth is set up until it is taken down. Neither the City nor the Committee is responsible for items left on the site, before, during, or after the celebration. Each vendor shall comply with all laws, rules, and regulations pertaining to the celebration. Access to and from the booth will be restricted by the Committee or the Salem City Police Department during some part of the celebration. These requirements are considered part of the regulations which are to be followed. Exhibits must be confined to the booth space, and not encroach on the walkways or the spaces to the side or rear of the booth. Booth spaces are assigned by the Committee Chair. Vendors should bring their own canopies, tables, chairs, and securing devices. We only supply the booth space. All sales must take place from your assigned booth space and no roving sales are allowed. The event is not dependent on the weather. Hope for sunshine but the event will go on regardless, and the fees will not be refunded in the event of rain or winds. Unless you instruct us otherwise, your name may be released to other events that ask us for a list of our vendors. Each vendor shall comply with all laws, rules, and regulations pertaining to this event.

All vehicles must be removed from parking lot at Knoll Park by 5:00 pm on Friday and 6:00 am on Saturday. You will be given one (1) parking pass to park during set up and take down of the booth area. This lot is reserved for disabled and senior parking during the events of Salem Days. Vendors may park in the upper lot by the Salem Community Center until that lot is full. Once the lot is full, vendors will need to park on the side street. You may park your car in the lot by the park at 3:00 pm on Saturday to tear down your booth. Everything needs to be removed no later than 4:00 pm on Saturday to prepare for other events.

Booth space for vendors shall be available to eligible vendors as assigned by the Committee, based upon the variety of product offered, when compared with all of the participating booths overall, and upon the timeliness of the request. Vendors are to comply with the Utah State Tax regulations. The Tax Commission will provide tax packets for each vendor at check-in. We will provide the tax forms, but it is your responsibility to collect sales tax and return it to the state. We are required by the state to provide those names, addresses and social security numbers and tax numbers for each vendor.

II FOOD BOOTHS

Vendors seeking to sell food items must obtain food handlers permits from the Utah County Health Department for all persons handling food and comply with all Health Department regulations. You are also required to obtain a temporary food selling permit also available from the Utah County Health Department.

The number of food permits are limited to the space available, as determined by the Committee in its sole discretion. The Committee will use its best efforts to limit food vendors so that no more than two vendors selling the same, or very similar, food products are allowed. This is not to be taken as a guarantee that it will be limited to two. Booth size is 10x10 with vendor supplying canopy, tables, extension cords (if you have power), etc.

III CRAFT BOOTHS

Vendors seeking to sell craft items are limited to specific locations, as designated by the Committee, in its sole discretion. Booth size is 10x10 with vendor supplying canopy, tables, extension cords (if you have power), etc.

IV FEES

NON FOOD

Resident Booth without power: \$35.00

Non-Resident Booth without power: \$50.00

Resident with Power: \$65.00

Non-Resident with Power: \$75.00

FOOD:

with power: \$100.00

V CLEAN UP

The grounds around the booth are to be cleaned daily by the vendor and no wrappers or debris of any kind are to be left in the area. The locale of the booth is to be thoroughly cleaned of debris and all disposable items are to be properly disposed of at the conclusion of the celebration. Failure to properly clean the area, properly dispose of items, or follow the laws, rules, and regulations pertaining to the celebration are grounds to forfeit the preference given to existing vendors in future years.

VI LIMITATION OF LIABILITY

NEITHER SALEM CITY, NOR THE COMMITTEE WILL BE LIABEL FOR ANY INJURY OR ACCIDENT OR DAMAGE TO VENDOR'S ITEMS DURING THE HOT SUMMER NIGHTS CELEBRATION. WE WILL NOT BE RESPONSIBLE FOR ANY COPYRIGHT INFRINGEMENTS, SHOPLIFTING, CONSUMER SAFETY OR OTHER LEGAL VIOLATIONS WHICH MAY OCCUR WITH REGARDS TO PRODUCT, PERSON, BOOTH HELP OR FAMILY MEMBERS.

VENDOR AGREES TO INDEMNIFY AND HOLD CITY, ITS ELECTED OFFICIALS, APPOINTED OFFICIALS, EMPLOYEES, AGENTS AND VOLUNTEERS, HARMLESS FROM ANY CLAIM BY ANY PERSON OR ENTITY FOR ANY HARM ARISING FROM OR RELATED TO THE OPERATION OF THE VENDOR, MAINTENANCE OF OPERATION OF VENDOR EQUIPMENT, OR CONDUCT OF VENDOR EMPLOYEES.

THE UNDERSIGNED HAS CAREFULLY READ THE ABOVE STATEMENTS

Sign Name: _____ Print Name: _____

Date: _____

Registration form attached.

Salem Days 2012 Craft/Food Vendor "Making Life Better"

Friday, August 10th – Salem High School Clubs and Teams

Saturday, August 11th – Retail Vendors

Registration deadline is August 1st or until full.

Salem City Office

300 West 100 South, Salem

801-423-2770

Vendor Information

Name:

Address:

E-mail:

City:

State:

Zip:

Home Phone:

Cell Phone:

SS#:

Tax ID:

Vendor Description:

CIRCLE ONE:

CRAFT

FOOD

NON-PROFIT

Registration fee:

NON FOOD

Resident Booth without power: \$35.00

Non-Resident Booth without power: \$50.00

Resident with Power: \$65.00

Non-Resident with Power: \$75.00

FOOD:

\$100.00

REGISTRATION FEE: _____ METHOD: _____

If you are a food vendor you will need to provide a copy of your handlers permit as well as a copy of your temporary food selling permit with this application. If we do not received copies, you will not be allowed to sell food. This is regulated by the county!