



Arts & Craft Festival 2018

Vendor Guidelines

- The event is Saturday, May 12, 2018 at Draper Park, 12500 S 1300 E, 10 am – 4 pm.
- The cost for a standard booth space is \$35, a booth space under the pavilion is \$55. All booth spaces are approximately 10' X 10'.
- There are a limited number of booth spaces available and are on a first come - first served basis.
- **ITEMS OFFERED FOR SALE OR DISPLAY MUST BE HANDMADE.** Draper City reserves the right to refuse the participation of any vendor. Only items listed on the application may be sold or displayed.
- Vendor must submit
 - Application & Consent/Release
 - Vendor Guidelines
 - The application fee
 - Single Event Business License Application
 - Three photos showing examples of items to be sold
- Vendors may begin set-up at 7:00 am.
- A limited number of electrical outlets are available, though access to power is not guaranteed.
- Canopies, tables, and chairs are provided by vendor NOT by Draper City.
- Vendor understands that canopies must be secured by weights at all times. Vendors erecting canopies agree to and will comply with the following:
 - Weights shall be secured to each leg.
 - Weights shall be on the ground and secured from swinging, and shall not cause a tripping hazard.
- Application and fee must be received by 5 pm, April 27, 2018. Vendor will be notified by email of acceptance or denial. A map of the venue showing booth space locations will be emailed to vendors shortly before the event date.
- Vendors are to comply with Utah State and federal tax requirements, including, but not limited to, all sales tax laws, income tax laws, and state and federal withholding, and unemployment tax requirements pertaining to any employees. Vendor is solely responsible to collect, report and pay any taxes, including, but not limited to, Utah State sales tax.
- Holding this event is not dependent upon weather and will not be rescheduled. Fees paid by vendor will not be refunded in the event of rain, snow, wind, cold, or other inclement weather.
- Mail or deliver the application, photos of your work, and application fee to:
 - Draper City Hall c/o Park & Recreation
 - 1020 E. Pioneer RD
 - Draper, UT 84020

My signature signifies that I have read and agree to abide by these guidelines.

Signature: _____

Date: _____



Arts & Craft Festival 2018 Application & Consent/Release

Name: _____

Business Name: _____

Home Address: _____

Telephone: _____ Email _____

- List all items to be sold or displayed:

- Are you a returning vendor to this event? Yes No
(If yes, you do not need to submit photos of items to be sold)
- Will you use electricity if available? Yes No
- Standard booth space? Yes No
- Pavilion booth space? Yes No
- Number of booth spaces requested? 1 2 3 4

NOTE: New vendors must submit three photos showing examples of items to be sold – photos will not be returned

I hereby consent to and authorize the use and reproduction, in print or electronic format by Draper City or anyone authorized by Draper City, of all photographs for any publicity purpose.

In consideration for Draper City allowing the undersigned to participate in this event, the undersigned his/her heirs and assigns, do hereby release and hold harmless Draper City, its directors, officers, employees and agents from any liability for damages or injuries suffered or any other claims in connection with or arising out of the event including transportation.

Signature: _____

Date: _____



**Application for Single Event Business License
Arts & Craft Festival
May 12, 2018
10:00 am – 4:00 pm**

Business Name: _____ Telephone: _____

Business Owner: _____

Home Address: _____

Email: _____

Temporary Sales Tax #: Will be given to vendor at the event. Date of Event: May 12, 2018

To comply with Utah State Tax Commission rules and ordinance, you must supply **ONE** of the following:

- SSN # _____
- Federal Tax # _____
- Drivers License # w/ Date of Birth _____

The Single Event Business License must be displayed on-site and in full view for the duration of the event for which it is issued. I hereby certify that I am the person listed above as business owner and that the foregoing information is true and accurate.

Signature: _____

Date: _____