



Draper City's 2019 Arts & Crafts Festival

ARTIST VENDOR APPLICATION

EVENT SUMMARY

The seventh annual Draper City Arts & Crafts Festival will be held May 11, 2019, 10:00 am until 4:00 pm at Draper Park. Festival guests can shop for gifts from more than 100 artists and artisans while enjoying live entertainment and various food options. This is an outdoor community event that is free and open to the public. Vendor application deadline is 5:00 pm, April 26, 2019.

VENDOR INFORMATION

Business Name: _____

Owner of Business: _____

Mailing Address: _____

Phone: _____ Email: _____

Utah State Tax Commission requires **ONE** of the following (check one & provide the information):

SSN # _____

Federal Tax # _____

Driver's License # w/ Date of Birth _____

Are you a returning vendor? (check one): Yes No

BOOTH FEE

Booth fee will be deposited, cashed or charged only upon the final approval of an application. Vendors allowed up to four standard booth spaces or up to two pavilion booth spaces.

BOOTH TYPE (CHECK ONE)	DESCRIPTION	BOOTH FEE	QUANTITY (CHECK ONE)	TOTAL DUE
<input type="checkbox"/> Standard Booth Space	10' X 10' space outdoors on grass	\$35 each	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	\$
<input type="checkbox"/> Pavilion Booth Space	10' X 10' space under pavilion roof on concrete	\$55 each	<input type="checkbox"/> 1 <input type="checkbox"/> 2	\$

Payment type (check one): Check Cash Card

Card Number: _____ Name on Card: _____

Expiration Date: _____ Card Validation Value: _____

By supplying the above credit card information, vendor hereby authorizes Draper City to charge booth fee upon approval of this application.

LIST ITEMS TO BE SOLD All items must be handmade, no manufactured items are allowed. Items not listed may be denied at the event.

LIST SPECIAL REQUESTS

VENDOR GUIDELINES

- All items offered for sale must be handmade, no manufactured items are allowed.
- The event is held rain or shine, there is no rain out date.
- No refund of booth fees will be given for any reason including vendor cancellation or inclement weather.
- Vendors are required to be set up and operating by 10:00 am and to remain set up throughout the entire event. If a vendor is not set up by 10:00 am, Draper City reserves the right to reassign the booth space to another vendor without refund.
- Applications are reviewed on a first come, first served basis. There are a limited number of booth spaces available.
- Incomplete applications including those missing booth fee payment, signatures, information, or photos will not be approved.
- Draper City reserves the right to refuse the participation of any vendor.
- Only items listed on this application may be sold, items not listed may be denied the day of the event.
- A limited number of electrical outlets are available for use at no additional charge, though access to power is not guaranteed. Note your desire for access to electrical power in Special Requests.
- Draper City does not supply canopies, tables, weights, tie-downs, electrical cords, or chairs.
- Vendors shall secure all canopies by weight.
- Vendor will be notified by email of application approval or denial.
- Shortly before the event approved vendors will receive an informational email that will include a map of the venue showing booth space assignments and locations. Booth space assignments are made at the sole discretion of Draper City.
- Special requests from vendors will be considered, however, there is no guarantee that a request will be fulfilled. Nice people using kind words have an enhanced possibility of having their special request met.
- At the event, vendors are provided a Draper City Single Event Business License and a Utah Tax Commission one-day Special Event Sales Tax form. Vendors must complete this form after the event and mail it to the Utah State Tax Commission along with their sales tax payment.
- Vendors are responsible to collect, report and pay all taxes, including, but not limited to, Utah State sales tax.
- New vendors must submit with this application three photos showing an example of items to be sold. Returning vendors do not need to submit photos. Photos submitted will not be returned.
- Vendors participate at their own risk. Draper City makes no claims or guarantees as to number in attendance.
- Vendors 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 or videos for any publicity purpose.
- No vulgar, pornographic or objectionable items will be sold or displayed at this event.
- Draper City does not guarantee vendor exclusivity.

PLEASE ACKNOWLEDGE AND SIGN BELOW

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.

The undersigned acknowledges that they have read and agree to these guidelines and that all information submitted is true and complete.

Signature: _____

Date: _____

THREE EASY WAYS TO SUBMIT THIS APPLICATION

EMAIL

david.wilks@draper.ut.us

WALK IN

Draper City Hall - Parks & Rec Department
Enter building on west side
1020 E Pioneer RD (12450 S)
Draper, UT

MAIL

Draper City Hall
ATTN: Parks & Rec
1020 E Pioneer RD
Draper, UT 84020

QUESTIONS?

David Wilks
Special Event Coordinator / Draper City
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david.wilks@draper.ut.us