



# 2020 ARTS & CRAFTS FESTIVAL

## Artist Vendor Application

### EVENT SUMMARY

Draper City's eighth annual Arts & Crafts Festival will be held May 9, 2020, 10 AM – 4 pm at Draper Park. Festival guests shop for gifts from more than 150 artists and artisans while enjoying live entertainment and various food options. This is an outdoor event that is free and open to the public.

### DEADLINE

Application and booth fee payment must be received by 5 PM, April 24, 2020

### VENDOR INFORMATION

Vendor name: \_\_\_\_\_

Business name (if applicable): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Provide **ONE** of the following:

- SSN # \_\_\_\_\_
- Federal Tax # \_\_\_\_\_
- Driver's License # w/ Date of Birth \_\_\_\_\_

### BOOTH FEE

Choose either a standard or pavilion booth space. There are a limited number of spaces available. Vendors allowed up to four standard booth spaces or up to two pavilion booth spaces.

Booth Type (check one)	Booth Fee	Quantity (check one)	Total Due
<input type="checkbox"/> <b>Standard booth space</b> (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"/> <b>Pavilion booth space</b> (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: \_\_\_\_\_ CVV Number on Back: \_\_\_\_\_

By supplying the above card information, vendor hereby authorizes Draper City to charge booth fee upon approval of this application. Booth fee will be deposited, cashed or charged only upon approval of an application.

### ITEMS TO BE SOLD

List all items you plan on selling. Items listed must be handmade, no manufactured items allowed. Items not listed below may be denied at the event. 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.

## SPECIAL REQUESTS

List special requests below.

## VENDOR GUIDELINES

- All items offered for sale by vendors must be handmade; no manufactured items allowed.
- Event is held rain or shine, there will be 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 AM and to remain set up until 4 PM. If a vendor is not set up by 10 AM, Draper City reserves the right to reassign the booth space to another without refund.
- Applications are reviewed on a first come, first served basis. Vendor will be notified by email of application approval or denial. There are a limited number of vendor 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 vendor use at no additional charge, *though access to power is not guaranteed*. Note your desire for access to electrical power in the Special Requests box.
- Draper City does not supply canopies, tables, weights, tie-downs, electrical cords, or chairs.
- Vendors are solely responsible to secure all pop-up canopies or tents by weight.
- 24-48 hours prior to the event 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 special request will be fulfilled. Polite people using kindly words have an enhanced possibility of having their special requests fulfilled.
- During the event, vendors will be 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.
- 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.

## 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

(NOTE: new vendors must submit with application three photos showing example of items to be sold, photos submitted will not be returned)

### • Email

david.wilks@draper.ut.us

### • Walk –in

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

### • Mail

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

## QUESTIONS?

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