



Draper City's 2019 Arts & Crafts Festival

FOOD 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 INFORMATION

Business Name: _____

Owner of Business: _____

Mailing Address: _____

Cell Phone: _____ Email: _____

Utah State Tax Commission requires vendors to supply **ONE** of the following (check one & provide info):

SSN # _____

Federal Tax # _____

Driver's License # w/ Date of Birth _____

Are you a returning vendor to this event? (check one): Yes No
Describe your set up (check one): Truck Tent Trailer Cart
Describe your foot print size: _____

FOOD VENDOR SELECTION CRITERIA

Food vendors are selected based on several criteria, including but are not limited to, past participation in the Draper City Arts & Crafts Festival, pricing and value, presentation and professionalism, ability to comply with all fire and health ordinances, and the uniqueness of the menu. There are a limited number of food vendor spaces available, application review is done on a first come, first served basis.

PARTICIPATION FEES

The participation fee for a food vendor is \$35. Participation fees will be deposited, cashed or charged only upon the final approval of an application.
Payment type (check one): Check Cash Card

Card Number: _____ Name on Card: _____

Expiration Date: _____ Card Validation Code: _____

LIST MENU INCLUDING PRICING

LIST SPECIAL REQUESTS

FOOD VENDOR GUIDELINES

- Food vendors must display at the event (i) a current business license from a political subdivision within the State of Utah; and (ii) a current health department food truck permit from a local health department within the State of Utah; and (iii) a current approval of a political subdivision within the State of Utah that shows that the food truck has passed a fire safety inspection. Food vendors not displaying these three items will not be allowed to operate.
- The Draper City Fire Marshall will be present at the event and will inspect all food vendors.
- The event is held rain or shine, there is no rain out date.
- No refund of participation fees will be given for any reason including 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 food vendor spaces available.
- Incomplete applications including those missing fees, signatures, or photos will not be reviewed.
- Draper City reserves the right to refuse the participation of any vendor.
- A limited number of electrical outlets are available for use at no additional charge, though access to power is not guaranteed. Food vendors must note their exact electrical needs in Special Requests section of this application.
- Draper City does not supply canopies, tables, weights, tie-downs, electrical cords, or chairs.
- Vendors shall secure all canopies by weight.
- Application deadline is 5:00 pm, April 26, 2019. Vendor will be notified by email of approval or denial.
- Shortly before the event vendors will receive an informational email that will include a map of the venue showing food vendor space locations.
- Special requests from vendors will be considered, however, there is no guarantee that a request will be honored. Nice people using kind words have an enhanced possibility of having their special request met. Food vendor assignments are made at the sole discretion of Draper City.
- At the event, food vendors are provided 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.
- 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
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