

# 2012 Lehi Celebration Boutique

Craft Vendor and Food Vendor information

## Location

Wines Park 500 N. Center St.

## Public hours

Wednesday, June 27<sup>th</sup>  
10:00am – 7:00pm

Thursday, June 28<sup>th</sup>  
10:00am – 7:00pm

Saturday, June 30<sup>th</sup>  
10:00am – 5:00pm

## Important Dates

**April 30th**

**\*\*Application Deadline\*\***

**May 9<sup>th</sup>**

Acceptance/declined  
notifications emailed

**May 9<sup>th</sup> – 23<sup>rd</sup>**

Booth fees paid online

**June 1<sup>st</sup>**

Cancellation deadline for  
full refund

**June 18<sup>th</sup>**

Booth assignment emailed

**June 27<sup>th</sup>**

Vendor check-in/set-up

## Application Process

same for craft and food vendors

- Submitted applications will be reviewed on outlined criteria.
- **Booth spaces are assigned in each category on a first-come, first-serve basis.**
- Email notification of decline or acceptance will be sent, along with Welcome Packet, which includes online payment link and other detailed information.
- Full payment required by due date to secure booth space.
- Food service permits required for food vendors.

## Activities with Boutique

We have teamed up again with other Lehi Rodeo Week activities. The following will be held at Wines Park along with the boutique:

- June 27<sup>th</sup> – Family Western BBQ dinner
- June 28<sup>th</sup> – all Horse Parade
- June 30<sup>th</sup> – Family Fun Day

## Family Fun Day

An optional booth buy-in for Family Fun Day, Saturday, June 30<sup>th</sup> will be offered only to accepted **craft vendors**; fee is an additional \$25. Only 25 booth spaces are available for this day. Detailed instructions on obtaining a spot and payment will be included in Welcome Packet. **Interested food vendors this day, contact Shelley at 801-376-5263.**

## FAQ

- Q. Are craft and food vendors reviewed on the same criteria for acceptance?
- A. Yes. Each are reviewed on the criteria, respectively:
- All items for sale must be available at booth for purchase during event.
  - Booths taking future orders only, informational or service oriented will not be accepted.
  - First-come, first-serve basis in each category
  - Previous vendors are not automatically given a booth the following year.
- 
- Q. If I share a booth with one or more person, do all of us need to apply?
- A. No, only one application is required. However, each person may need their own tax ID packet.

- 
- Q. How do I know if the 25 booth limit for Family Fun Day has been met or not?
- A. The online payment website is setup to only take the first 25 craft vendor applicants. Once this limit has been met, additional payments will not be taken.

| Booth Fees                                | 6/27 & 6/28 | 6/30 - optional | Refund Schedule                        |
|---|-------------|-----------------|--|
| Craft vendor (Lehi resident/non resident) | \$50.00     | \$25.00         | Before June 1 <sup>st</sup> = 100%     |
| Food vendor (Lehi resident/non resident)  | \$50.00     | Not available   | After June 1 <sup>st</sup> = no refund |

## 2012 Craft/Food Vendor Responsibilities: Rules and Regulations

I understand my booth must have products on hand to purchase at all times during the boutique. Informational or service oriented booths are not allowed.

I agree to sell only that merchandise which is checked and/or described in the product category of my application. Any unapproved product(s) being sold is not allowed and will be asked to remove that product(s). If I would like to add or change a product, a written request via email must be submitted by June 1<sup>st</sup> for approval by the committee.

I understand that submitting an application does not guarantee me a booth space in the Lehi Celebration Boutique. I also understand that being a previous vendor at the Lehi Celebration Boutique does not guarantee me or automatically award me a booth space in the boutique. I am subject to the committee reviewing my application based on the criteria: all items for sale must be available at booth for purchase during event; booths taking future orders only, informational or service oriented will not be accepted; and each category will be filled on a first-come, first-serve basis until predetermined limit has been reached.

Food vendors are required to obtain a temporary food service permit, adhering to the rules outlined by the Utah County Health Department, and have it at booth at all times. Contact the Health Dept 801-851-7525 for more information. You will need to do this at least two business days prior to the event. Food vendors wanting to be in Family Fun Day event on Saturday, June 30<sup>th</sup> will need to apply online separately for that event. Contact Shelley for additional information at 801-376-5263.

A booth space is a 10' x 10' space on the grass. Electricity is not available. Vendors are to provide their own booth structure, canopy, tarps, tables, chairs etc. Displays must be confined to the booth space and not override into the walkways or the spaces to the sides or rear of the booth. Booth spaces are assigned randomly. Assignments must be adhered to and are not transferable. All sales must take place from your assigned booth and not from other offsite locations.

Vendors are to occupy their booth at all times during Boutique hours: Wednesday, June 27, 10:00-7:00pm; Thursday, June 28, 10:00am-7:00pm; and optional Saturday, June 30 10:00am-5:00pm. Vendors are required to have booth set-up complete at least one hour prior to opening. Take down time is approximately 7:00pm on Wednesday and Thursday and 5:00pm on Saturday. Booths are required to be stocked and maintained with product(s) during event hours. Vendors who sellout of their product(s) must remain in their booth for the duration of the Lehi Celebration Boutique event. No early take down is permitted.

Lehi City is not responsible for monitoring the booths or product for any vendors overnight. Vendors are responsible for the safety of their product.

Vendors are to comply with the Utah State Tax regulations and are responsible for mailing in their own sales tax monies. Utah Tax Commission packets will be provided to each vendor.

Lehi Celebration Boutique is not dependent on weather. Fees will not be refunded in the event of inclement weather. Location of Wines Park is: 500 North Center Street, Lehi, UT.