



2025 Holiday Market Vendor Handbook

HOLIDAY MARKET DAYS AND HOURS

- Saturday, December 4-8 p.m.

VENDOR FEES

- Holiday Market - \$35

APPLICATION PROCESS

Applications will be submitted online through the Lehi City website. If for some reason you are unable to apply online, please contact Melanie Busath at mbusath@lehi-ut.gov for a paper application. You will be notified by email as to your acceptance.

DEADLINES

- November 21 – Application deadline
- November 26 – Vendors finalized (acceptance and denial emails sent)
- December 8– Booth fees due
- December 10 – Refund deadline for cancellations

BOOTH SIZE

- 10 feet wide x 10 feet deep

REQUIRED VENDOR PERMITS

- **Lehi City (All vendors):** Your approved Vendor Application serves as a temporary business license for Lehi City. It is not necessary for vendors to apply for a separate business license as long as they do not plan on selling outside of the Holiday Market.
- **Utah State Tax Commission (All Vendors):** The Utah State Tax Commission requires a Temporary Sales Tax License for Special Events. Any vendor not compliant with the Tax Commission will be required to close its booth and leave the premises. Refunds will not be issued. The Holiday Committee will provide each vendor with a packet of information with a Tax ID number as well as all other tax information the vendor will need after the

application has been approved. If after receiving your packet you have questions, please call the Utah State Tax Commission, Special Event Unit at (801) 297-6303 or 1-800-662-4335 ext. 6303.

- **FOOD VENDORS: Utah County Health Department:** The Utah County Health Department requires special permits for food vendors selling ready-to-eat-food or giving samples. These vendors need to obtain a Food Handlers Permit along with a Temporary Food Permit. If food is being sold out of a truck or other mobile vehicle, a Mobile Food Permit is required. Any vendor not compliant with the Health Department will be required to close their booth and leave the premises. Refunds will not be issued. A copy of all your permits is due to the Round-Up Committee by June 10. If you have any questions, please call the Utah County Health Department at (801) 851-7000.
- **FOOD VENDORS: Utah Department of Agriculture and Food (Food that is Home Processed or Packaged):** The Utah Department of Agriculture requires all packaged or processed foods to be processed in a facility with a food establishment code. If the processing location is a home, the individual must obtain a cottage permit. Any vendor not compliant with the Utah Department of Agriculture will be required to close their booth and leave the premises. Refunds will not be issued. A copy of all your permits is due to the Round-Up Committee by June 10. If you have any questions, please call the Utah Department of Agriculture and Food at (801) 538-7152.
- Vendors are responsible to ensure that they have all of the permits and insurance necessary to operate legally. The Holiday Committee will assist vendors with navigating these agencies; however, it is ultimately the vendor's responsibility to ensure compliance.

VENDOR INFORMATION

- **Location:** Your booth location will be decided by the Holiday Committee based on the types of items being sold, number of vendors present, and specific vendor booth needs. You may request a certain location, and we will do our best to accommodate you, but not every request will be considered.
- **Time:** Vendors are to always occupy their booth during Holiday Market hours. Vendors are required to have booth set-up complete at least one hour prior to opening. Take down time is approximately 8:00 p.m. on Saturday. Booths are required to be stocked and maintained with merchandise during event hours. Vendors who sell out of their product(s) must remain in their booth during booth hours. **No early take down is permitted.** Lehi City is not responsible for monitoring the booths or product for any vendors during the day. Vendors are responsible for the safety of their product. Lehi City will not be liable for any products or booths which are lost or stolen.
- **Booth Requirements:** Vendors are assigned a numbered 10X10 foot space. Assignments must be adhered to and are not transferable. Displays must be confined to the booth space and not override into the walkways or the spaces to the side or rear of the booth. If you choose to share a booth with another person, please only submit one application. Each vendor is responsible to provide all necessary equipment such as canopy, tables, chairs, etc. All vendors with any kind of tent-like canopy must secure the canopy with either 30lb–40lb weights such as sandbags, cement blocks, or five-gallon buckets filled with sand, water, cement, or rocks; or four-inch-deep heavy-duty stakes. If vendors choose to use stakes, a Lehi Parks employee must be present when the stakes are put in to ensure water lines are not struck.
- **Merchandise:** To participate in the Holiday Market, vendors must have products on hand and available for purchase during the event. To provide the best possible vending

experience, we may limit the sale of any item to one vendor on a first-come first-serve basis. All sales at the Holiday Market must take place from your assigned booth space. Any items considered dangerous will not be allowed at the Holiday Market. All items to be sold must be pre-approved through the Holiday Committee. If a vendor attempts to sell any unapproved products at the Holiday Market, the vendor will be asked to remove the products or leave the Holiday Market without a refund.

- **Insurance:** Lehi City's liability insurance does not cover individuals within your booth in the event of injury, death, theft, fire, etc. that may be caused as a result of your negligence. Vendors are not covered for damages customers may claim from their products or business losses. It is recommended that vendors obtain their own insurance to cover their booth. During the Holiday Market, the Lehi City Risk Manager will conduct a walk through to ensure that all vendors have taken proper safety precautions. Vendors are required to comply with the Risk Manager's reasonable requests or leave the event without receiving a refund.
- **Parking and Unloading:** Vendors will be set up in the parking lot area. You may park near your booth space temporarily during set-up and take-down only. During market hours (4–8 p.m.), vendors must move their vehicles to street parking and avoid parking in the Legacy Center lots so those stalls remain available for residents and patrons.

If the event location is moved due to construction delays at the new City Hall, we will return to our original location at 99 West Main Street. Updated parking and unloading instructions will be provided if that change occurs.

- **Security:** Lehi City Police will patrol the area during Holiday Market hours.
- **Refunds:** No refunds will be issued after December 10. The event is not dependent on the weather. The event will go on regardless, and fees will not be refunded in the event of rain or inclement weather.
- **Prohibited Items:** Alcohol and smoking are not allowed at the Holiday Market.
- **Contact:** If you have any additional questions or need special accommodations, please contact Melanie Busath at mbusath@lehi-ut.gov

LINKS OF INTEREST

- **Utah State Tax Commission**
<http://tax.utah.gov/sales/specialevents>