Round-Up Food Vendor Handbook

EVENT DAYS AND HOURS

- **Friday, June 26 from 10:00 AM - 7:00 PM (Miniature Float Parade)**
- **Saturday, June 27 from 11:00 AM -5:00 PM (Saturday Fun Day)**

VENDOR FEES

- **Arts and Crafts Market (Friday-Saturday) - $75**

APPLICATION PROCESS

Click here to apply. If for some reason you are unable to apply online, please contact Melanie Hansen at 385-201-2276 for a paper application. You will be notified by email as to your acceptance.

DEADLINES

- **May 30 – Application deadline**
- **June 6 – Vendors finalized (acceptance and denial emails sent)**
- **June 13 – Booth fees due**

BOOTH SIZE

- **Dependent on needs**

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 Arts and Crafts 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 Round-Up 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.

- **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 Boutique Committee by June 10. If you have any questions please call the Utah County Health Department at (801) 851-7000.**

- **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 5. 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 Round-Up Committee will assist vendors with navigating these agencies; however, it is ultimately the vendor's responsibility to ensure compliance.**

VENDOR INFORMATION

- **Location: The Arts and Crafts Market will be held at Wines Park, 500 North Center Street. Your booth location will be decided by the Round-Up Committee based on the types of items being sold, number of vendors present, and specific vendor booth needs.**

- **Time: Vendors are to occupy their booth at all times during Arts and Crafts Market hours. Vendors are required to have booth set-up complete at least one hour prior to opening. Take down time is approximately 7:00pm on Friday, and 5:00pm 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. Because the event is for multiple days, some vendors may wish to leave some items at the park overnight. Lehi City is not responsible for monitoring the booths or product for any vendors during the day or overnight. 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.**

- **Prior to the Event: Arts and Crafts Market applications must be turned in by May 30. Applications are available here. Submitting an application does not guarantee a booth space in the Arts and Crafts Market. Acceptance emails will be sent by June 6. Vendors who are accepted will receive an email with payment instructions. Booth fees are due by June 13. On June 14 the Round-Up committee will send booth assignments and a Day of Information Packet.**

- **Booth Requirements: Vendors are assigned a numbered 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 sand bags, 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 Arts and Crafts Market, vendors must have products on hand and available for purchase during the event. Booths taking future orders only, offering services or informational in nature will not be accepted. 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 Arts and Crafts Market must take place from your assigned booth space. Any items considered dangerous will not be allowed at the Arts and Crafts Market.**

- **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 Arts and Crafts 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: No vehicles are allowed to drive on the grass.*** **Lehi City Parks' employees will be available to help you unload. Friday and Saturday, you may park anywhere around the park for set-up and take-down of your booth.** ***However, we ask that during Arts and Crafts Market hours you park at Lehi Elementary School*****; one block northwest of the park. On Saturday, no parking is allowed on the East and South side of the park until 5:00 p.m.**

- **Security: Lehi City Police will patrol the park during Arts and Crafts Market hours and intermittently throughout the night. However, leaving your product overnight in your booth is done at your own risk.**

- **Refunds: 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 Arts and Crafts Market.**

- **Contact: If you have any additional questions or need special accommodations, please contact Melanie Hansen at 385-201-2276**

LINKS OF INTEREST

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

- **Temporary Food Permit (Utah County Health Department)**
  http://www.utahcountyonline.org/Dept2/Health/Environmental%20Health/Food%20Service/TemporaryFood.asp

- **Food Handlers Permit (Utah County Health Department)**
  http://www.utahcountyonline.org/Dept2/Health/Environmental%20Health/Food%20Service/food_handler.asp

- **Mobile Food Permit (Utah County Health Department)**
  http://www.utahcountyonline.org/dept2/health/Environmental%20Health/Food%20Service/Documents/Mobil%20FoodGuidelines.pdf

- **Information on Cottage Permits for Home Processed and Packaged Foods (Utah Department of Agriculture and Food)**
  http://ag.utah.gov/food-safety-consumers/cottage-food-production.html