



# 2024 Christmas Market Vendor Handbook

## CHRISTMAS MARKETDAYS AND HOURS

- Saturday, December 14 from 12-6 p.m.

## VENDOR FEES

- Christmas Market- \$35
- Christmas Food Market Vendor \$50
- Vendors can request power (an additional fee may be added depending on how many requests are made.)

## APPLICATION PROCESS

Applications will be submitted online through the Lehi City website. If for some reason you are unable to apply online, please contact Maddie Eagar at [meagar@lehi-ut.gov](mailto:meagar@lehi-ut.gov) for a paper application. You will be notified by email as to your acceptance.

## DEADLINES

- November 30– Application deadline
- December 2 – Vendors finalized (acceptance and denial emails sent)
- December 6 – Booth fees due
- December 12– 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 Christmas 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 Christmas Party 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.

- Vendors are responsible to ensure that they have all of the permits and insurance necessary to operate legally. The Christmas Party 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 Christmas Party 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 Christmas Market hours. Vendors are required to have booth set-up complete at least one hour prior to opening. Take down time is approximately 6 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 takedown is permitted.* 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 for providing 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 Christmas Market, vendors must have products on hand and available for purchase during the event. Booths taking future orders only, offering services or information 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 Christmas Market must take place from your assigned booth space. Any items considered dangerous will not be allowed at the Christmas Market. All items to be sold must be pre-approved through the Christmas Party Committee. If a vendor attempts to sell any unapproved products at the Christmas Market, the vendor will be asked to remove the products or leave the Christmas Market without a refund. Once accepted, if vendors would like to add or change products, a written request must be submitted to the Christmas Party Committee by December 1.
- 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 Christmas 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.
- Security: Lehi City Police will patrol the park during Christmas Market hours.
- Refunds: No refunds will be issued after December 12. 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 Christmas Market.
- Contact: If you have any additional questions or need special accommodation, please contact Melanie Busath at [mbusath@lehi-ut.gov](mailto:mbusath@lehi-ut.gov).

## LINKS OF INTEREST

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