WhatspoppinUtah! Vendor Guidelines

Vendor Name: Space Number:

Thank you for being part of WhatspoppinUtah! because without you this event wouldn’t be the same. In an effort to have a successful event that will bring people back next year, please follow the below guidelines we have provided.

1. Vendors are asked that their tables are opened and staffed during all event hours to the benefit of attendees. Please do not tear down early during the event hours.
2. The venue is locked and your tables and product will be secured overnight but vendors are responsible for maintaining and protecting their product during the event. WhatspoppinUtah! is not responsible for any potential theft, damage by attendees or loss of products during event hours. Please make sure you are keeping an eye on your tables during event hours. Please report anything suspicious to a member of the WhatspoppinUtah! team.
3. Vendors are responsible for any sales taxes generated from sales at the event. Tax forms have been provided to you in your welcome bag. It is your responsibility to complete the forms and submit them to Utah State Tax Commission.
4. Vendors are asked to keep their tables as filled as possible with product and neatly maintained during the event.
5. If you are working alone and need a restroom break, please let us know and we can have a team member watch your table. Please be aware that the team member cannot sell on your behalf nor responsible for any losses while watching your table.
6. If you are experiencing any problems at the event, please let a team member know so that we can address the issue quickly.
7. As a vendor at the WhatspoppinUtah! event, you shall fully indemnify, hold harmless and defend WhatspoppinUtah! and its directors and staff from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney’s fees and costs), whether or not involving a third party claim, which arise out of or relate to any act or omission of you as a vendor.

Signature: Date:

STAFF USE ONLY

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| Utah Tax Commission Sign-In Sheet Completed |  |
| Vendor Bag Given |  |