



# Blue Moon Arts Festival

## Vendor Rules & Guidelines

**August 24, 2019**

**Open to the public 3:00 – 10:00 p.m.**

*We anticipate approximately 6,000 visitors based on past years' attendance*

**Location:** 4580 South 2300 East Holladay, Utah 84117

**Vendor Set-Up Time:** Arts vendors will be located on the grass and may begin setting up at 10:30 AM and must be finished by 2:45 PM. (No set ups after 2:00 PM.) Food vendors will be located in the west parking lot and may check in between 10:30 AM – 3:00 PM, and must be ready to serve food by at least 5:00 PM (but may serve food starting at 3:00 if desired).

Arts vendors and food vendors will **not** be assigned specific spaces on the grass or in the parking lot. Spaces are allocated on a first-come, first-served basis, but **there will be space for everyone** who has registered and been accepted. **This is a small venue and there aren't really any "bad" spots, so don't worry!** We will have a volunteer escort you to your booth/food truck location after you check in.

**Vendor Load-Out:** 10:00 pm – 11:30 pm. All vendors must be off the property by 11:30 pm.

### Vendor Information

- **Each arts vendor space is 11 feet x 11 feet and will be marked on the grass.**
- **You must provide your own tables, chairs, tents, shade umbrellas, and items to sell.** Tents and umbrellas are optional, but highly encouraged due to the heat. The maximum tent size allowed will be **10'x10'**. It is required that all tents and large umbrellas be weighted down on all four corners with 40 lbs per corner (you can use sandbags, buckets of sand, etc.). Weights must be fastened to EACH leg of the tent with zip ties or secure fasteners. ALL unsecured tents and large umbrellas will be immediately removed as per the Fire Department. This is for safety reasons for vendors and the public.
- **(New!) Arts vendors will have access to one power outlet in their booth for lighting.** You may use any combination of LED lights or battery powered lighting for your booth. **Lighting will not be supplied by the city.**
- **Food vendors** need to supply their own power through a generator.
- **All vendor items must be removed at the end of the market and spaces must be free of all trash.** There will be a \$25 fine for leaving any garbage and items in your vendor space after the event.

- **There will be many garbage and recycling bins at the event. Please recycle if possible!** Garbage and recycling bins will be clearly marked. Please do not throw away any glass. A recycling bin for glass will be located at the event information booth.
- **We encourage all vendors to bring change for buyers – ones, fives, tens and quarters.** Vendors are responsible for all transactions with buyers. There will be an ATM machine on the premises.
- **No outside food, drink or edible items for resale unless you are a registered food vendor. Also, no weapons, animals, drug paraphernalia, illegal or questionable items, physical or cosmetic services (massage, piercing, teeth whitening, etc.) will be allowed.** If you bring any of these items, you will be asked to leave the festival. The Holladay Arts Council reserves the right to prohibit sales of illegal and inappropriate merchandise.
- **All vendors and vendor merchandise are subject to review and approval by the Blue Moon Festival. We reserve the right to refuse any vendor application or merchandise.**
- **The Blue Moon Festival will happen rain or shine!** No refunds will be available after July 15, 2019 due to weather or inability to participate. However, we will return 80% of your booth fee if you notify us in writing before July 15<sup>th</sup>.
- **Vendor Check-in, Load-in, Load-out**
- **These procedures are still being determined.** More details later.
- **All registered vendors will check-in as they enter.** At this time, you will receive an envelope containing your sales tax documents. Only pre-registered vendors will be allowed to enter.
- **The State of Utah requires each vendor to submit a simple tax form to participate in any flea market, swap meet, fair or event where items are being sold.** Each vendor will need to provide a name, address, phone number, date of birth and **one of the following:** driver's license, state ID, state tax, tax exempt number or Social Security number. Each vendor is responsible for completing and submitting the provided tax form. Please be prepared at check-in to give any missing information from your registration.

## Food & Beverage Options

- **We encourage vendors to bring their own water.** The market will have water available for sale at a minimal price and there will be free water stations.
- **You are welcome to bring your own snacks,** but there are food trucks on site and we encourage you to support them.
- **Outside alcohol is not allowed at the festival.**
- **NO SMOKING IN THE FESTIVAL!** Smoking is prohibited in the festival and within 25 feet of it.

## Signage & Marketing Materials

**You are welcome to hang banners or signs in your booth space which promote your goods or services, and you may hand out business cards. However, any posters, banners, signs, tents, or distribution of marketing material promoting outside businesses, organizations, and events is strictly prohibited and will only be available to official sponsors of the Blue Moon Festival.**

If you have any questions, please call Sheryl Gillilan, executive director of the Holladay Arts Council, 801-527-2677 or email [Sgillilan@cityofholladay.com](mailto:Sgillilan@cityofholladay.com)