

# BLUE MOON FESTIVAL

**Saturday, August 27, 2022**

**Holladay City Park, 4580 S 2300 E**

## **Deadlines and Fees**

**March 28 - May 1 at midnight** - applications due; \$20 non-refundable fee

**May 6** - notification of acceptance

**May 6 to June 15** - late applications accepted *if there is space*; \$35 non-refundable fee

**May 16** - booth fees due; \$75 for arts and pre-packaged food vendors; \$175 for food trucks/booths

**July 15** - last day to withdraw from festival with 50% refundable booth fees; no refunds after July 15

## **Important Information!**

Holladay artists are especially encouraged to submit an application

- We have the following openings for vendors: Arts (28); Pre-packaged artisan food (4) -- located on grass with arts vendors; Food trucks/carts in parking lot - (7) for meals; (2) for desserts.

- For arts vendors: \*\*We are only accepting work made by YOU and your business partners. You may include components of pre-manufactured items in your work, but the work has to be substantially created by you. Giclee prints or other kinds of reproductions are acceptable.

**This festival is a local, artisan-focused event, and therefore we cannot offer booth space for political advertising or commercially-based businesses, with the exception of our major sponsors.**

## Vendor Rules & Guidelines

**August 27, 2022**

**Open to the public 5:00 – 10:00 p.m.**

***We anticipate approximately 4,000 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 1:00 pm and must be finished by 4:45 PM. (No set ups after 3:00 PM.) **Food vendors** will be located in the northwest parking lot and may check in between 4:00 – 5:00 pm.

**Arts vendors** will be **pre-assigned** a specific booth site. **Food trucks** are on a first-come, first-served basis. 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. **Arts vendors** may leave early, but there cannot be any vehicles on the grass before 10:00 pm when the concert crowd is off the field and it is safe to drive in that area. **Food trucks** may not leave until the exit is opened at 10:00 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.
- **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 **QUIET** 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.
- **We encourage all vendors to bring change for buyers – ones, fives, tens and quarters.** Vendors are responsible for all transactions with buyers. There will not be an ATM machine on the premises.
- **No outside food, drink or edible items for resale unless you are a registered food truck vendor or have a license to sell pre-packaged food items. Also, no weapons, animals (except certified service dogs), 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, 2022 due to weather or inability to participate. However, we will return 50% of your booth fee if you notify us in writing before July 15<sup>th</sup>. **If the festival is cancelled due to Covid-related reasons or other factors, full booth fees will be refunded to all vendors.**

## 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 email Sheryl Gillilan, executive director of the arts council: [Sgillilan@cityofholladay.com](mailto:Sgillilan@cityofholladay.com); or call 801-272-9450.