

# SOJO SUMMERFEST 2019 Vendor Application & Agreement

Welcome to SOJO SUMMERFEST 2019! South Jordan provides many opportunities to participate in activities, and this celebration is a tradition that helps build a sense of community among our residents. As in years past, our vendor area will be focused on crafts and fun things to buy. We urge you to join us in our celebration this year. No ready-to-eat food (food intended to be eaten on site) vendors will be accepted. Packaged foods that are intended to be eaten at home (salsa, spreads, hummus etc.) are welcome.

This document describes your responsibilities as a SoJo Summerfest Vendor.

**Date and time:** Friday, May 31<sup>st</sup> Check in: 11:00 a.m. – 2:00 p.m.  
Booths open: 6:00 p.m. – 10:00 p.m.  
Saturday, June 1<sup>st</sup> 11:00 a.m. – 10:00 p.m.

**Location:** South Jordan City Park (11010 South Redwood Road)

**Booth fees:** Each booth space will be 10' wide x 10' deep, on asphalt, in City Park. All vendors will be responsible for providing their own tent, table, chairs, weights, etc. if needed. You may wish to bring your own tarps to cover your space at night.

- 10' x 10' space:
  - RESIDENT 10' x 10' space \$100.00
  - NON RESIDENT 10' x 10' \$125.00
- Trailers:
  - RESIDENTS \$250.00
  - NON RESIDENTS \$300.00
- Electrical Power Needs: \$25.00

**Booth spaces will be assigned randomly. Assignments are not transferable.**

**Booth set-up:** Each vendor will be assigned a designated check-in time. Please check in at the large pavilion in South City Park before you set up. To ensure set-up goes smoothly for everyone, it is important that you set up your booth during this time. To help save time, please let us know how long you anticipate it will take you to set up, and we will try to schedule your check-in time accordingly. You will be able to drive your vehicle up to your booth to unload. After you unload your merchandise and tent, please take your vehicle to the reserved vendor parking on the south side of the park (Heritage School parking lot). You will receive your check-in time via mail two weeks prior to the event.

Vendors must be in their booths and ready for business from **6:00 p.m. – 10:00 p.m. on Friday, May 31<sup>st</sup>, and 11:00 a.m. – 10:00 p.m. on Saturday, June 1<sup>st</sup>**. Roving sales must be pre-approved by the City.

**Electricity:** Power availability is limited! Vendors who need electricity hookups must fill out the “**electrical power needs**” part of the application below so that we can attempt to accommodate everyone who requests it. If you require anything beyond a 120-volt system, please contact Natalie Domino to discuss options. If you do not need power for your booth, please be advised that you will want

battery-operated lights for the end of each evening. **If you have requested power, please remember to bring your own 20 amp, 100 ft. extension cord.**

Vendors with trailers will have access to 3 wire, 30 amp, twist lock, 240 volt outlets (if needed). **You are responsible for bringing the appropriate connections or adapters to use these outlets.**

**Access & Security:** Security will be provided during the night by the South Jordan City Police Department, however, please feel free to pack up any items from your booth and take them with you as South Jordan City will not be responsible for lost or stolen items. On Saturday morning, if you need to restock your booth, you will only have access to the vendor area by foot (wagons and carts may be used). **No vehicles will be allowed in the vendor area Saturday morning.** The main road to the booths and parking will be closed for the parade from 8:30 a.m. to 10:00 a.m. During this time, you will be able to access your booth from the gate between American Heritage and the Park. Please refer to the map that will be included in your check in packet.

**Booth tear-down:** Vendors are expected to staff their booths Friday from 6:00 p.m. – 10:00 p.m. and Saturday 11:00 a.m. – 10:00 p.m. **For safety reasons, no early booth tear-down is permitted. Vendors must remove all equipment, leftover food and/or product, and trash from their booth.**

**Parking:** Parking is provided for vendors on the south side of the park in the Heritage School parking lot. You will receive two (2) vendor parking passes. Please have the parking pass visible in your vehicle for check-in and through the end of Summerfest.

**Beverage Sales:** South Jordan City has contracted with Coca-Cola to be the beverage provider for the event. **Vendors are only permitted to sell Coca-Cola products.**

### **Application Conditions & Guidelines**

1. You are applying for a 10' x 10' vendor space. Booth spaces will be assigned randomly, upon receipt of the application and fee. The City will consider requests for space exceeding 10' x 10' but cannot guarantee that a request will be granted.
2. Vendor equipment, including any tent or covering, cannot exceed the 10' x 10' space. All equipment must be safely secured in case of inclement weather.
3. Summerfest 2018 is a rain or shine event. After the City accepts your application and assigns you a booth, all fees are non-refundable with no exceptions.
4. No sales are allowed outside the confines of your booth unless you have been approved as a Roving Vendor.
5. Vendors must comply with the Utah state tax regulations for this event. Tax packets will be provided at check in.
6. Application approval is on a first-come, first-serve basis. If two or more substantially similar Vendors apply for booth space, priority will be given to the first applicant. Please contact Natalie Domino, [ndomino@sjc.utah.gov](mailto:ndomino@sjc.utah.gov), to verify if products similar to yours already have a spot.
7. Vendors may not use bullhorns, megaphones, flashing lights or strobes, speakers or other amplified sound.
8. Vendors cannot solicit or harass patrons for sales.

9. Vendors may not bring pets.
10. Alcoholic beverages and smoking are prohibited in South Jordan City Park.
11. No propane lanterns are allowed in or around booths. Vendors must bring their own fire extinguishers.
12. Vendors permit the use of their name, voice, and image in broadcasts, telecasts, newspapers, brochures, websites, etc.
13. Vendors must adhere to general festival guidelines.
14. All equipment used in operation of a booth during the event will be the sole responsibility of the Vendor.
15. South Jordan City will not be responsible for lost, stolen or damaged merchandise or equipment. Each Vendor is responsible for any and all damages to personnel, equipment, and product. By submitting this application, Vendors agree to indemnify South Jordan City, including its agents and employees, from all claims, losses, or damages of any kind that result from any act or omission by Vendor, its employees, or its agents.
16. Summerfest is an all-ages family event. Vendors agree to not to display or sell any products that are inappropriate for underage patrons. South Jordan City may request removal of any item for display or sale by a Vendor that is not in keeping with the standards of South Jordan City.

## SUMMERFEST 2018 Vendor Application & Agreement June 1 & 2, 2018

*If you are requesting power for your booth, please check this box and see the note under electrical needs.*

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Provide a description of the type of merchandise you would like to sell or offer at SUMMERFEST  
(please include whether you are requesting to use roving salespeople to sell product outside your booth):

Approximate amount of time you need to set up your booth: \_\_\_\_\_

**Booth Spaces Requested:**

RESIDENT 10 X 10 SPACE	\$100	_____
NON-RESIDENT 10 X 10 SPACE	\$125	_____
RESIDENT Trailer	\$250	_____
NON-RESIDENT Trailer	\$300	_____
Electrical Needs Fee	\$25	_____

**TOTAL COST**

\$
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**Electrical needs:** Please list all electrical items you plan to use and their wattage. Check stickers on back of appliance(s). *\*Note that special equipment requirements must be addressed with the City Vendor Chair and Electrician prior to arrival and setup. The City does not have the capability to meet all special equipment needs.*

Appliance \_\_\_\_\_ Watts \_\_\_\_\_      Appliance \_\_\_\_\_ Watts \_\_\_\_\_

***By submitting this application and signing below, you are agreeing to all guidelines, terms and conditions described in the Vendor Application and Agreement.***

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Please submit this application/agreement with a check or money order in the appropriate amount payable to *South Jordan City*. Or call 801-446-4357 to pay over the phone and email application to [ndomino@sjc.utah.gov](mailto:ndomino@sjc.utah.gov). Notification of acceptance will be sent within 10 days of receipt of application. Send application and payment, no later than May 10th to:

**Natalie Domino  
South Jordan City  
10300 S. Beckstead Lane  
South Jordan, UT 84095**