

Swell River Fest August 8th, 2020

VENDOR GUIDELINES

Applications postmarked after June 1st booth fees will increase. Vendors are selected based on merchandise, product quality, product variety, product appropriateness, and space availability. Prospective vendors must send an itemized list of merchandise along with the application. Our Vendor Coordinator will contact vendors directly when their application has been approved for the event. ***Until you are contacted, you are not approved.***

Booths are located within the John Wesley Powell River History Museum. Booth spaces are large enough to accommodate sun canopies, which are recommended. You must provide all materials for your booth; we will not provide you with canopies, tables, etc. Electricity is reserved for food vendors **only**.

If you need more information call 435-820-0592 (leave a message), or send an email to greenriverutahevents@gmail.com

Arts and Craft, Product Vendors

- Cost per space: \$40, after July 1st \$50
- Arts and Craft vending spaces are about 12'x12' inside the parking lot. No parking is available next to these spaces and *vendors are not allowed to drive a vehicle through the festival space after 10:00am.* Walkways must not be blocked with items for sale. Vendors requiring more than 12' of space must purchase a second space.
- Arts and Craft vendors are not allowed to have cash registers or fans, unless operating from your own quiet generator.
- Selling hours: 10:00am-9:00pm (if you wish to leave early, you still can't drive into the festival area until after 10:00pm. So will have to carry your products out to your vehicle.
- Vendors may park around the park to unload and load your vehicle. You must move your vehicle when finished. Ample long-term parking is within easy walking distance of the museum.

Check In

Check in will be 9:00am Saturday morning. *Both returning and new vendors may set up booths **only after check-in.***

Garbage

Garbage MUST be disposed of at the large dumpster on the East side of the museum. If your space is not cleaned up, you will not be invited back.

Banned Items

- Fart, gas, or bag bombs
- Yard sale or flea market items. (Re-purposed or up-cycled items must be approved. Enclose photos with this application.)
- Knives, guns, toy guns/imitations, letter openers, mini daggers, gang related items, drug related items
- Weapons, imitation weapons, sharp objects, or gang-related items.
- Fake cigarette lighters, fake gum wrappers, fake pens, etc.

We reserve the right to inspect any and all items brought to be sold & may refuse the sale of items. Items deemed unsafe or that cause complaints will not be sold. Anyone not in compliance with the above will be asked to leave. Refusal may lead to the involvement of the Emery County Sheriff's Department.

Insurance & Business Licenses

Provide proof of liability insurance is required. The City of Green River must be listed as secondary insured. Product or Craft vendors may opt for the opt in insurance at time of registration. This will be \$39 and will collected by the city and paid to the insurance

company. Food vendors and those booths offering personal services such as face painting, massage, etc will need to provide their own insurance.

Insurance companies who specialize in vendor insurance we have found are; actinsurance.com, and fastcov.com, and <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx> or contact your insurance agent. (If you don't already have event insurance you can obtain it after you are accepted as a vendor for the Swell River Fest, however we must receive your certificate of insurance within two weeks of being accepted or your space will be given to someone else.)

Vendors are not required to have a business license through the City of Green River.

You will be given a temporary sales tax license when you check in that must be filled out and returned to the Utah State Tax commission after the event.

Payment

Payment must be included with the application. We accept money order or cashier's check payable to the City of Green River, or you can arrange to pay by credit card or VENMO. No personal checks accepted. Save your receipt. If you are not accepted your money order/cashier's check will be returned.

Cancellations

Cancellations must be made by July 1st for consideration of a refund. You may not sell your space to another vendor. This is a rain or shine event; no refunds will be given in the event of rain. **Cancellations made after July 1st will not receive a refund.**

Soliciting/Distributing

Soliciting/distribution of materials or products outside of vendor space is not allowed. Vendors are not allowed to move their vendor space. Information and giveaways will only be allowed with written permission from the Swell River Fest Committee.

Non-discrimination

The Swell River Fest Committee does not discriminate on the basis of race, gender, nationality, ethnicity, sex, religion, or disability.

Trademarks/Logos

The Swell River Fest artwork or name of Swell River Fest may not be used without written authorization from the Swell River Fest Committee.