

## 2018 Park Silly Sunday Market Vendor Handbook

### Our Vision:

To grow and expand the experience of the inclusive quality of commUnity. To create worldwide recognition of Park City, Utah as the place where local, national and international causes are brought to light and addressed in the spirit of celebration and connectedness.

### PSSM is a 501C3 Non-Profit Organization.

**Participation in the PSSM means you accept and agree to a certain degree of silliness and agree to partner with all marketers in creating a fun, friendly, No Trace Left Behind event. By submitting your application, you agree to support and adhere to all market rules and regulations. This includes mandatory use of reusable zip ties to supplement PSSM as a No Trace Left Behind event which can be purchased from the Silly Staff. Vendors are responsible for removing their own trash from the event and leaving their space spotless. Vendors may use PSSM receptacles for recycling only, no trash. Vendors caught using city receptacles will be subject to a \$100 fine and participation in future events may be revoked without refund.**

### *Market Rules and Regulations*

#### **APPLICATIONS:**

1. All vendors are required to complete the online application. A \$30 non-refundable application fee must be paid before your application is reviewed.
2. All application fields are required including (but not limited to) product descriptions, sample photos of products from each category, description of your business and 'your story', tax ID, valid email address (all market communication is done via the primary email you provide on your application).
3. Each application is reviewed by market directors and we look carefully for a broad range of products that will enhance the PSSM experience. If a vendor is invited to join us for selected market dates they will be sent an invoice for all market fees; application status will only be marked '*approved*' once all fees are paid in full.
4. Space in the market is sold on a first paid basis; please keep in mind that space may sell out between the time a vendor is invoiced and when they make their payment. NO REFUNDS for cancellations, changes and/or no-shows.
5. Booth fees are never refundable and vendors are required to provide AT LEAST 72 hours advance notice if they will not attend a scheduled market date. Notice must be sent **via email** to [michelle@parksillysundaymarket.com](mailto:michelle@parksillysundaymarket.com) prior to 5pm the Thursday before the scheduled market date. Failure to provide required notice will result in an additional \$50 penalty fee - to be charged automatically to a credit card on file OR required to be paid prior to load-in on the next market date. Late arrivals (9am) and early departures (packing up prior to 5pm) will be billed as CANCELLATIONS and are subject to this same fee.

#### **MERCHANDISE:**

1. Vendors may not sell any types of items not approved and shown in their market application.
2. Reselling products is especially sensitive and must be approved in the application process – only vendors of type IMPORTER will be permitted to sell such merchandise.
3. PSSM has the right to ask vendor to remove products from their booth at any time without refund or adjustment to booth fees.

4. Jewelry may ONLY be sold by those vendors with applications submitted with vendor type as JEWELER and approved through the jury selections process. Absolutely no vendor of any other type may sell/display jewelry in their booth - no exceptions.
5. We do not provide exclusivity for any vendor and/or merchandise/product type.

#### **SALES TAX:**

1. All vendors, with the exception of farmers that sell *only* freshly grown produce/plants grown by them, are required to collect sales tax from their customers and remit the sales tax to the Utah State Tax Commission. This is accomplished through a Special Event Sales Tax Form (you cannot remit these taxes on your usual form).
2. Sales tax collections and remittances are the sole responsibility of the sellers. If you are accepted into the market and are subject to sales tax collection, the form will be mailed to you by the Utah Special Events State Sales Tax Office after the PSSM season has ended. Additionally, the Utah State Tax Commission will be present at our Vendor Rally in May to answer any questions you may have before the market starts.
3. If you do not receive the proper forms or have tax questions, contact the Special Event department directly at [specialevent@utah.gov](mailto:specialevent@utah.gov) or 801-297-6303.

#### **OPERATIONS:**

1. The Park Silly Sunday Market operates on scheduled dates RAIN or SHINE, SNOW or WIND; NO REFUNDS for cancellations or no-shows and fines as outlined above will be charged.
2. LOAD-IN: Vendor set-up begins promptly at 7a.m. Access is via 7<sup>th</sup> Street from Park Avenue ONLY. All other streets in the venue are EXIT only. For Farmer's Market (on 5<sup>th</sup> Street) load-in is from Swede Alley and begins at 8 a.m.
3. LOAD-IN access (including the Farmer's Market) ends at 9:00 a.m. - no vehicles will be allowed into the venue after this time. All cars must be out of the venue by 9:30 a.m. FARMERS – please note that failure to arrive prior to 9 a.m. will make your deposit\* amount NON-REFUNDABLE.
4. LOAD-IN procedure:
  - a. Check-in with Vendor Coordinator at 7<sup>th</sup> Street to confirm booth assignment (Farmers & Gourmet Food vendors can go directly to 5<sup>th</sup> Street to check in, staff will be on site starting at 8 a.m.).
  - b. Drive to your assigned space and pull vehicle parallel to the curb to unload, leaving a clear center lane for other vehicles to move past you. **Vendors with OVERSIZED VEHICLES or TRAILERS should be on-site for load-in no later than 7:30 am so as not to interfere with traffic flow and neighboring booths.**
  - c. Idling is prohibited (local ordinance).
  - d. Quickly unload equipment/merchandise to the sidewalk and remove your vehicle from the venue immediately – **DO NOT begin set-up until your vehicle has been removed from the venue.**
  - e. Park vehicles in designated vendor parking areas (see below) and return by foot to your space to continue with booth set up.
5. VENDOR PARKING is located off Marsac Drive in the North & South Sandridge Lots and the Park City High School parking lot (free bus service will get you back to Main St.)
6. Booth spaces will be forfeited for the day, WITHOUT REFUND, and the \$50 CANCELLATION FEE will apply for any vendor that has not checked in with the Vendor Coordinator by 9am.
7. Setup and display must be completed by 9:45 a.m.
8. Vendors are required to stay until the event closes at 5 p.m. – again, rain or shine or snow. Any vendor found packing out or gone prior to 5pm will be billed a CANCELLATION FEE.

9. CLOSE OF MARKET procedure:
  - a. Vendors must stop selling promptly at 5pm
  - b. Breakdown canopy & displays and move all equipment/merchandise to the sidewalk so that a vehicle can be pulled up parallel to your curb.
  - c. Vendor vehicle access is typically not allowed until after 6pm (see LOAD-OUT procedures). Vendors are only allowed one vehicle in the venue at a time.
10. LOAD-OUT access is via 7<sup>th</sup> Street ONLY. All other streets in the venue are EXIT ONLY. Farmer's Market load-out is from Swede Alley.
  - a. Street will only be opened to vendor vehicles when PSSM staff determines it is safe and vendors have broken down their booths to create sufficient passage for vehicles and room for active loading on the curbs.
  - b. Vendors may not wait in line on Park Avenue or Upper Woodside for 7<sup>th</sup> Street to open – all traffic must continue moving so as not to block traffic or cause fire lane and public safety issues.
  - c. Even once the street is open to vendors - **DO NOT drive into the venue until your booth and merchandise has been removed from the street and is ready for loading.**
  - d. Idling is prohibited (local ordinance).
  - e. Always drive slowly and cautiously, follow all traffic laws – BE PATIENT.
11. Vendors are required to carry-out their own trash as part of our zero-waste efforts. Vendors found using PSSM and/or Park City Municipal trash receptacles are subject to a \$100 fine (per occurrence) and may be denied participation to future market dates.
12. Vendors agree to help educate our attendees on our zero waste efforts by pointing out recycle stations, encouraging our attendees to use them, and by setting an EXCELLENT example. PLASTIC BAGS are NOT PERMITTED at PSSM. Vendors may provide paper bags for customers.
13. Vendors are required to call PSSM Staff (435-659-7666) in the event that they are unable to make the market or, due to emergency, are unable to stay through the end of the market day. Failure to do so will result in denial of your participation on your remaining market dates – WITHOUT REFUND of any deposits/booth fees already paid. NO EXCEPTIONS.
14. Price, terms of sale, bartering etc. are between buyer and seller only. All sellers agree to abide by fair business practices. PSSM makes no guarantees of sales/revenues to any vendor.

#### **JEWELERS – maximum 12 per Sunday**

1. You must submit an application with the vendor type JEWELER if you intend to display/sell jewelry in your booth.
2. The submission deadline for Jeweler applications is February 1<sup>st</sup>. Those vendors selected by the jury to participate will be invited & invoiced by March 30<sup>th</sup>. Payment in full will be required immediately.

#### **IMPORTER/RE-SELLER – maximum 8 per Sunday**

1. You must submit an application with the vendor type IMPORTER if you intend to display/sell items manufactured by or procured from another business. You may only sell items approved on your application. If you would like to sell additional items, you must submit a request with pictures to michelle@parksillysundaymarket.com
2. This vendor type is considered a last sell for our Market and as such, vendors in this category may not be reviewed or invited until the start of the market season.
3. Invoice discounts are not available for this vendor type.

### **FOOD VENDORS – maximum 12 per Sunday**

1. Food vendors offering items intended for on-site consumption and/or samples are required to be in compliance with Summit County Health Department & must obtain a TEMPORARY FOOD PERMIT for participation at PSSM. Approved vendors can apply for a Temporary Food Permit on/after **April 15th**. Contact Amy Jones by E-mail: [ajones@summitcounty.org](mailto:ajones@summitcounty.org).
2. Food that is prepared and packaged off site (and NOT offered for sampling) is regulated by the Dept. of Agriculture: [CLICK HERE for UDA Website](#)
3. All permits must be displayed in your booth or you will not be allowed to offer prepared or sampled foods on site.
4. Food Vendors preparing items with the use of propane and/or electricity must be pre-approved in the application process. Space is limited. Additional fees apply.
5. Propane cooking equipment must be 5 ft. from the public and 5 ft. from both your & your neighbors' canopies or structure and be secured with caution tape. PSSM has allowed for these space requirements in your placement. All vendors using propane will be required to provide a sketch of their booth set up showing compliance with all space regulations and to be approved by the Fire Marshal.
6. Food vendors must provide their own liability insurance and add a rider naming Park Silly Sunday Market and Park City Municipal as additionally insured.
7. All service items must be recyclable.
  - a. **No Styrofoam.**
  - b. **No plastic swords, toothpicks or umbrellas.**
  - c. **No individual ketchup or other condiment packets.**
  - d. **No plastic straws.**
8. Canned drinks are permitted for sale (NO single use plastic or glass bottles). Beverages such as lemonade or tea may be served in **CLEAR PLASTIC CUPS ONLY**.
9. Vendors may not SELL water/bottled water – you may provide a free water filling station. **FREE WATER** is offered by PSSM at stations throughout the venue.

### **FARMERS**

1. Farmers are required to pay a \$300 Deposit – for those farmers that commit to a minimum of 10 market dates on their application, this deposit may be refunded\* after the end of the market season.
2. \*REQUIREMENTS to be eligible for REFUND of Deposit:
  - a. NO MISSED DATES - Must attend all dates selected on your application (minimum commitment of 10 dates). Farmers that miss any selected date will forfeit the full amount of the deposit. We operate RAIN or SHINE or SLEET or SNOW or WIND (etc.)
  - b. TIMELY LOAD-IN – must arrive PRIOR to 9am. Farmers that have not checked-in with PSSM staff at 5<sup>th</sup> Street by 9am will forfeit the full amount of the deposit.
  - c. STAFFING – booth must be staffed for the entire market day, no vendor is permitted to pack up and/or load-out prior to 5pm. Farmers that leave early or pack up merchandise before 5pm will forfeit the full amount of the deposit.
3. Farmers who cancel/no-show 3 market dates will be denied participation on remaining dates (NO REFUND).

4. Farmers must be registered with the Utah Department of Agriculture or Health Department if they process, prepare, package or offer samples of produce and display registration in booth. Dept. of Agriculture 801-538-7159.
5. Potentially Hazardous Foods, noted as PHFs (ex: meat, cheese, eggs, hummus, juice, yogurts, etc) must be kept at 41 degrees or less.
6. Farmers must keep a thermometer at booth if selling PHF's.
7. Farmers offering samples must have a wash station; food handler's permit and register with the Summit County Health Department. **To apply, contact the Summit County Health Department.**  
Email: [ajones@summitcounty.org](mailto:ajones@summitcounty.org).
8. Farmers must display signage designating whether their produce is organically or traditionally grown, *where* it was grown and by whom.

#### **BOOTH SET UP:**

1. All equipment needed, including canopies/umbrellas, umbrella stands & base weights, tables/ chairs, power cords and items are the sole responsibility of the vendor. No equipment is provided by PSSM.
2. Spaces are either 10 x 10 ft. OR 5 x 8 ft. in size on asphalt street surface – Main Street is a hill, no space is in on 'flat' surface. Space dimensions are monitored and vendors are not permitted to set up merchandise outside the dimension of the booth space they are assigned.
  - a. Canopies 10x10 ft. or smaller are acceptable for use in the 10x10 spaces. A 50 lb. base weight is MANDATORY for EACH LEG of your canopy. Weight requirements are double if you have side-walls on your canopy. This is a Park City Municipal code that is non-negotiable. Vendors that do not have proper weights will not be permitted to use their canopy. Weights must be secured/tied to the top of each leg.
  - b. An umbrella is acceptable for use in the 5 x 8 ft. space. A minimum 50 lb. base stand is required for each umbrella and must be secured/tied to a high point on the umbrella. This is a Park City Municipal code that is non-negotiable. Vendors that do not have proper weights will not be permitted to use their umbrella.
  - c. In order to maintain the required fire lanes inside our venue, AWNINGS ARE NOT PERMITTED.
  - d. Vendors may not place signage (i.e.: a-frames, sign boards) outside the footprint of their booth.
  - e. Corners booths (additional \$50/Sunday) are defined by a 5 ft. break between structures. Corner booth setup is still required to remain INSIDE your selected booth space.
3. Inspection, by the Fire Marshal, of all canopies/umbrellas/structure and adherence to booth dimensions will take place prior to 10:00 a.m. and all vendors must be present/available for questions during this inspection. **IF YOU DO NOT HAVE PROPER WEIGHTS IN PLACE AT THE START OF THE EVENT, YOU WILL NOT BE ALLOWED TO USE YOUR CANOPY/UMBRELLA.**
4. Each vendor is required to display 'Their Story' every market date. Must be a minimum 8x11 document or story board explaining, but not limited to, the following: your history, your inspiration, where your products or sources come from.
5. Vendors are NOT permitted to play music in their booths or create any type of disturbance that is audible in an adjacent booth. Music & entertainment is booked exclusively by PSSM for multiple locations throughout the event as approved by Park City Municipal and operating in accordance with city code and only those artists confirmed by PSSM staff/scheduled on our master-plan are permitted within the venue.
6. Outside alcohol is not permitted anywhere in the market venue.
7. PSSM Staff reserves the right to move or reassign vendor locations to enhance or facilitate the event structure and/or safety as deemed necessary. **Booth requests and assignments are never guaranteed and subject to change without notice/refunds.**

#### **ELECTRICAL:**

1. A limited number of spaces are available with access to electricity, which must be requested and approved in the application process (be sure to select Electricity on your application – additional fees apply).
2. For those vendors who applied, paid and are approved for electricity, you will be provided access to ONE outlet with a **MAXIMUM DRAW of 1800 WATTS**. This is non-negotiable and additional wattage will not be permitted, **NO REFUNDS**. Vendors found drawing more than 1800 W will be required to remove equipment from their booth and may be subject to a \$100 fine if they are causing a breaker to flip thereby affecting power to other vendors/market locations.
3. Power cords are NOT provided and are the sole responsibility of the vendor. If you have been approved and paid for electrical, we recommend bringing:
  - a. Minimum 75 foot long cord
  - b. Designed for outdoor use
  - c. 16 Amp rating
  - d. 10 wire gauge (the lower the number the better)
  - e. Rugs to cover your cords where it crosses pedestrian walkways.
4. Generators are NOT permitted at the market, per City code.

#### **INSURANCE:**

1. The Park Silly Sunday Market and Park City Municipal Corp. are not liable for any injury, theft or damage to either the buyer or the seller or their property, arising out of or pertaining to preparation for or participation in The Park Silly Sunday Market; whether such injury, theft or damage occurred prior to, during, or after the hours of operation of The Park Silly Sunday Market. Seller further agrees to indemnify and hold harmless both The Park Silly Sunday Market and Park City Municipal Corp for and against any and all claims for such injury, theft and/or damages. Seller assumes full liability for their vehicles, structures, fixtures and the product(s) they market or sell and, by participation in The Park Silly Sunday Market, hereby agree to hold The Park Silly Sunday Market/ their representatives and/or Park City Municipal Corp. and/or their representatives harmless against any and all claims such as but not limited to: injury, theft or damage by any buyer, seller, or other persons resulting from or pertaining to the use, consumption, marketing tactics, display, negligence or disposition of seller's products, vehicles, fixtures or structures.
2. Food vendors are required to carry liability Insurance (not required for other vendor types, but strongly recommended). **If you do not have liability insurance and would like a quote, call Richard Bolter at 435-654-0353** and let him know you were referred by Park Silly Sunday Market.

#### **OTHER:**

1. PSSM Staff has the authority to ask any vendor to remove himself/herself and/or any product from the market and reserves the right to refuse acceptance, participation and continued participation (without refund) to any vendors who do not comply with market rules and regulations and/or do not meet market standards which include, but are not limited to: all local, city, state, and federal laws and market rules & regulations. **Booth fees will NOT BE REFUNDED.**

By applying to and participating in the market, vendors agree to all rules & regulations outlined above and the following policies:

#### ***Non-Discrimination Policy:***

*The Park Silly Sunday Market prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Park Silly Sunday Market is an apolitical organization and does not allow promotion of any political party of individual within PSSM boundaries.*

**Commitment to being Silly:**

*In no way will my staff or I antagonize or mistreat another vendor or festival patron or PSSM Staff Member during the event. Should this occur, I understand that I have waived my rights as a vendor, shall be removed from property and no refund shall be given.*