

HOLLADAY



Blue Moon Arts Festival

Vendor Rules & Guidelines

We're excited that you will be joining us for the BLUE MOON FESTIVAL this year!

Following is important event information that is vital for your success as a vendor. You must read and follow all information and rules in order to participate as a vendor at the Blue Moon Festival

Location: 4580 South 2300 East Holladay, Utah 84117

Vendor Set-Up Time: Non-Food Vendors and Food Vendors at 10:30am. All vendors must be set-up by 2:45 and will not be allowed to begin setting up after 2:30 pm. Un-loading space is limited and the earlier you can set up the better and we would really appreciate those that can set up earlier and do so.

Event Time: Blue Moon Festival is open to the public at 3:00 pm and will end at 10pm.

Vendor Load-Out: 10:20pm – 11:30 pm. All vendors must be off the property by 11:30pm.

Vendor Information

- **Each vendor space is 10'w x 10'd.**
- **You must provide your own tables, chairs, tents, shade umbrellas, and items to sell.** Tents and umbrellas are optional, but highly encouraged. All vendor spaces will be on a paved parking lot. 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.
- **Vendor will not have access to power, with exception of One 80-watt fixture to be provided by venue.**
- **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 is an ATM machine at the

market.

- **If you can't attend a market and need to transfer your space to someone else**, you must notify the Blue Moon Festival 48 hours prior to the event and we will try to give your space to someone on the waiting list. All vendors must be approved and it is required that all participants receive the *Vendor Rules & Guidelines* before selling any items at the market. Send information to holladayartscouncil@gmail.com No refunds are available.
- **No outside food or edible items for resale (this includes anything that can be consumed - bottled beverages, candy, pre-packaged items, etc... unless you are registered as a food vendor), 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 market. The Holladay Art Council reserves the right to prohibit sales of illegal and inappropriate merchandise.
- **All vendors and vendor merchandise is subject to review and approval by the Blue Moon Festival in order to maintain the format of the Blue Moon Festival business model. The Blue Moon Festival reserves the right to refuse any vendor application or merchandise.**
- **The Blue Moon Festival will happen rain or shine! No refunds available.**

Vendor Check-in

- **All registered vendors will check-in as they enter the lot.** At this time, you will receive vendor space assigned number, tax docs. and parking pass. 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 space 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. Tax forms will be supplied. 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.

Load In and Parking

- **Regular Vendor Spaces: The vendor entrance is on 2300 East. A map will be sent to vendors via this email.** Vendors may start lining up at 10:30am. Please follow directions when entering the lot. DO NOT park in spaces. There will be a limited number of vendors allowed in the vendor space at one time because of limited parking inside the venue. *We would really appreciate any vendor who can come on the early end of set up to avoid an overload later in the day.*
- **Non- Food Vendor will be directed to pull into the main lot beginning at 10:30am, park in temporary unloading zone, and begin unloading. They will then move their vehicles to designated parking across the street and return to set up their space.**
- **Vendors cannot secure spaces or unload any items prior to 10:30am.** Your vendor space number will be assigned and given to you upon check in the day of. You will be given a paper with your space number on it. Please place this number on your dash board of your vehicle.
- **One vendor car per vendor space will be allowed in the vendor parking lot. If you have a larger vehicle such as a box truck or trailer, notify the Blue Moon Festival prior to Event. Any additional vendor cars will need to find parking in public spaces** If you park on the street you must abide by the parking signs such as handicap, loading, permit only, etc... The Blue Moon

Festival is not responsible if you receive a parking ticket for any reason.

- **The Blue Moon Festival is in a paved lot.** We recommend that you bring carts or dollies to transport your items to your space after you arrive. Vendor spaces are within a reasonable distance from the parking spaces.
- **DUE TO PUBLIC SAFETY < VEHICLES CAN NOT PULL UP TO VENDOR SPACES TO LOAD OR UNLOAD AT ANYTIME.** There will be temporary parking spaces for unloading. Please plan accordingly and bring carts, people etc. to help
- **All vendors must be set-up and ready to sell by 3:00pm.**

Load Out

The Festival ends at 10:00pm, but there will be a short fireworks show and lights will be out from 10 to 10:15. Then you will be able to tear down. Cars will not be allowed into venue to load-up until the lights are back on and patrons have exited.

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.** Local food trucks will be at the festival.
- **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

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. There will be space available at the market information tent for outside event and business flyers. Please take any of these items to the information tent the day of the festival.

The Festival has received a great amount of support from the community and local media. With the Blue Moon Festival being free for the public to attend, we expect a great turn out! We are anticipating 6,000-9,000 attendees please bring sufficient merchandise and or food.

Thank you!