



# Utah Pasifika Festival 2018

## Craft/Info Vendor Rules & Regulations

(Keep this for your reference)

Submission of this application does not guarantee vending space at the Utah Pasifika Festival, nor does it constitute any guaranteed agreement with UPF to provide space, services, or compensation as each application will be reviewed, and you will be made aware of consideration before payment will be accepted. **PLEASE DO NOT SUBMIT PAYMENT WITH APPLICATION.**

Thank you for your interest in participating at the 2018 Utah Pasifika Festival to be held on Center Street in Downtown Provo on May 25 & 26. Also part of the festival, Po Hiva will be held on Center St on Sunday, May 27 at 7pm.

**Please read the following rules and regulations in its entirety.**

### GENERAL INFORMATION

Booth Type	Booth Fee (non-refundable)	Deposit (refundable)	Size	Late Fee/ Begins	Cashier's Check/ Money Order Postmark Deadline
Food (high and medium risk)	\$500	\$100	10' x 20'	\$100 / May 1 <sup>st</sup>	May 11 <sup>th</sup>
Food (low risk)	\$300				
Craft/Non-food	\$250		10' x 10'		
Information	\$100				

- **BOOTH FEES ARE NON-REFUNDABLE.** See the PAYMENT OPTIONS section for more information.
- In addition to the booth fee, a deposit of \$100 is also required in order to comply with Utah County regulations to ensure that Vendors clean up booth spaces and properly dispose of any and all trash/waste. Vendors must officially check-out with the designated UPF representative in order to qualify for a refund. Failure to do so will result in forfeiting any due refund. Deposits will be refunded in the form of a check made payable to the Owner Name listed on the application within one week of the closing of the festival.
- A \$100 late application fee will be assessed for all applications received on or after the Late Fee Begins date listed above.
- Booth locations will be assigned on approved application & payment.
- Participating Vendors are considered Independent Contractors and are responsible for paying any applicable taxes on sales received during the UPF event, as required by the State of Utah.
- Vendor tent size must comply with the sizes listed above, or additional fees will be due immediately. Failure to comply with the size restrictions may also result in changing your booth location onsite.
- Additional vending space, if available, may be purchased in the size increments listed above at the same price.
- **The sale of bottled water, soda, or any other pre-packaged beverage is reserved for the UPF Committee only.**

### SET-UP/TEAR DOWN

- Once approved, you will be sent an email designating your setup time to alleviate congestion.
- A designated UPF representative will be available on-site to direct Vendors upon arrival. Vendors will be given a designated setup time on Friday, May 25<sup>th</sup> to make setup easier & accommodating to all.
- Cars will be allowed into the vending area for unloading during set-up time, **but must be moved out by 5:00PM.** Vendors arriving for set-up after 5:00PM will need to transport their items from the designated parking area which does **NOT** include westbound lanes of Center St.
- Tear down and clean-up of booth site must be completed by 12:00PM on Sunday, May 27<sup>th</sup> at the LATEST!

- **Vendor tent size MUST COMPLY with the sizes listed above**, or additional fees will be due immediately. Failure to comply with the size restrictions may also result in changing your booth location onsite.
- ALL BOOTHS/TENTS MUST BE TIED DOWN AT ALL TIMES – tie downs should be self-provided.
- Vendors must provide their own tents, tables, chairs, etc. as these items will not be furnished by UPF.
- It is the Vendor's responsibility to cover any and all wires/cords that cross any public walk ways. Be prepared with duct/electrical tape, industrial rugs, plastic, etc. in order to cover wires, as needed.
- At least one 100-ft. long extension cord is highly recommended for electricity.
- Only one outlet is provided per vendor. Please bring your own generator, power strips, and extension cords, if needed, as access to electricity may be limited. A light source for operations at night is highly recommended.
- Access to water will be within walking distance on site. Plan to bring your own containers for transporting water, as needed.
- An area for the disposal of all trash/waste will be designated on site, including a separate designated area for discarding greywater and oil.
- REMEMBER to officially check-out with the designated UPF representative to secure your deposit refund.

#### OPERATING HOURS

- Booths may operate any time beginning at 5:00PM on Friday, May 25, through 10:30PM on May 26.

#### APPLICATION SUBMISSION

Due to the high volume of applications and limited space, it is recommended to submit your application as soon as possible. **Applications will be accepted through May 11<sup>th</sup> as space permits, but all late fees and any other restrictions will apply.** Your completed application must be postmarked by the deadline date and mailed to:

Utah Pasifika Festival  
Attn: Vendor Committee  
P.O. Box 971014  
Orem, UT 84097-1014

Applications can also be submitted via email (with your handsigned signature) to [vendor@utahpasifikafestival.com](mailto:vendor@utahpasifikafestival.com). For further questions regarding your application or payment, please contact our vendor committee at the e-mail address above.

#### PAYMENT OPTIONS

You will be contacted for payment after your application is accepted. Booth assignments will be made once payment is received (food vendors will be required to initial checklist & sign again).

- ONLINE: Visit [www.utahpasifikafestival.com/vendor.html](http://www.utahpasifikafestival.com/vendor.html) and click the PayPal link. A processing fee, approximately 3%, will be assessed for all online payments.
- MAIL: CERTIFIED FUNDS IN THE FORM OF CASHIER'S CHECKS OR MONEY ORDERS ONLY.  
**\*\*NO PERSONAL CHECKS ACCEPTED\*\***. Certified funds made payable to **Utah Pasifika Festival**, should be mailed to the address below and postmarked by May 11<sup>th</sup>.

