



WASATCH COUNTY PARKS AND RECREATION VENDOR RULES

Participation in Wasatch County Parks and Recreation (WCPR) events means you accept the responsibility to partner with WCPR and other vendors in creating a fun and friendly event. By submitting an application, you agree to support and adhere to all rules and regulations.

Vendors are responsible for removing their own trash from the event and leaving their space clean. Vendors caught leaving trash on the ground will be subject to \$100 fine and participation in future events may be revoked without refund.

Applications:

-All vendors are required to complete the attached application, or complete online application at wasatchparksandrec.com

-All Vendors are required to obtain the proper permitting such as; State, City and Health (if applicable)

-All application fields are required including (but not limited to) product descriptions, photos of truck or tent you will be vending from. All applicants must provide a valid email, social security number or Sales tax number for their business.

-Acceptance is not guaranteed until application has been reviewed by staff. Each application is reviewed to ensure a broad range of products to enhance the event experience.

-Space at certain events are sold on a first paid basis; please keep in mind that space may sell out between the time a vendor is accepted and when they make their payment. NO REFUNDS for cancellations, changes or no shows.

-ALL VENDORS ARE REQUIRED TO PROVIDE PROOF OF INSURANCE WITH WASATCH COUNTY PARKS AND RECREATION SSD#21 AND WASATCH COUNTY LISTED AS ADDITIONALLY INSURED. NO EXCEPTIONS.

Merchandise:

-Vendors may not sell any types of items not approved and shown in their vendor application.

-WCPR has the right to ask vendor to remove any products from their booth at any time without any refund or adjustment to booth fees.

Sales Tax:

-All vendors are required to collect sales tax from their customers and remit the sales tax to the Utah State Tax Commission.

-Sales tax collection and remittances are the sole responsibility of the sellers.



Operations:

-WCPR operates events on several dates throughout the year. All available vending events and schedule will be shared by the WCPR Food Manager.

-Load in / Load Out: All load in will be required to be set up at least 30 minutes prior to the scheduled events start time. Vendors will be allowed to load out after the event has been completed and able to load out in a safe and orderly manner.

-Vendors are required to notify WCPR Food Manager by email at idupes@wasatch.utah.gov if they are unable to make it to the event.

-Price, terms of sale, bartering etc. are between buyer and seller only. All sellers agree to abide by fair business practices. WCPR makes no guarantees of sales/revenues to any vendor.

Food Vendors:

-Food vendors offering items intended for on-site consumption and/or samples are required to be in compliance with Wasatch County Health Department & must obtain an Extended Temporary Food Permit as well as Food Handlers Permit for participation. Approved vendors can apply for a Temporary Food Permit by contacting Dwight Hill at dhill@co.wasatch.ut.us or 435-657-3261. Wasatch County Health Department will inspect your food booth at the event.

-Food that is prepared and packaged off site (and NOT offered for sampling) is regulated by the Utah Department of Agriculture and Food (UDAF).

-All permits must be displayed in your booth or you will not be allowed to offer prepared or sampled foods on site.

-Propane cooking equipment must be 5 ft. from the public and 5 ft. from both your and your neighbors' canopies or structure and be marked with caution tape. All vendors using propane should be in compliance with all space regulations. The Fire Marshal may do an inspection to ensure proper procedures are in place.

-Vendor is responsible for keeping food area attractive before, during and after the event

-Vendors are prohibited from selling any alcohol beverages at WCPR events (Unless approved by WCPR)

-Vendor is responsible for providing fast service-recommended no longer than 3 minute wait for each customer.

-Vendor must provide enough food items to cover the entire event.

-Vendor must comply with all health and fire safety regulations when applicable at business owner's expense.

-Vendor ensures that grease and abrasives are NOT disposed of on event property. It is the vendor's responsibility to dispose of all fats, oils, greases etc. off site.



-Vendor ensures food has prices, including sales tax posted which will be visible to the public in signage that is professional in appearance and size.

-Food vendors must provide their own liability insurance and add a rider naming WCPR #21 and Wasatch County as additionally insured.

Other Merchandise Vendors (including kid zones):

-Includes bounce house, face painters, balloon artist, and any non-food vendor.

-Proof of Insurance. See section on insurance.

Booth Set Up:

-All vendors must coordinate with WCPR Food Manager on location of set up and appropriate load in and load out times.

-All equipment needed, including canopies, stands and base weights, tables/chairs, power cords and other items are the sole responsibility of the vendor. WCPR is NOT required to provide power and water at certain vending locations. No equipment is provided by WCPR.

-Spaces and space area will be determined by WCPR on an event by event basis. Canopies and other structures must be secured by base weights.

-Vendors are allowed to display company banners and signage to identify their business. The signage must be confined to their space, not blocking other vendors and not blocking sidewalks and walkways.

-The Utah State Clean Air Act prohibits smoking in all public places. Smoking, Vaping, and the use of electronic cigarettes is prohibited on all WCPR grounds.

-WCPR staff reserves the right to move or reassign vendor locations to enhance or facilitate the event structure and/or safety as deemed necessary.

Insurance:

-WCPR and Wasatch County are not liable for any injury, theft or damage to either the buyer or the vendor or their personal property, arising out of or pertaining to preparation for or participation in a WCPR event; whether such injury, theft or damage occurred prior to, during, or after the hours of operation of the event. Seller further agrees to indemnify and hold harmless both WCPR and Wasatch County and employees for and against any such claims for such injury, theft and/or damages. Seller assumes full liability for their own vehicles, structures, fixtures and their products they market or sell and, by participation in the WCPR event, hereby agree to hold WCPR and Wasatch County and their representatives or officers, hold harmless against any and all claims such as but not limited to: injury, theft or damage by any buyer, vendor, or other persons resulting from or pertaining to the use,



consumption, marketing tactics, display, negligence or disposition of vendor's products, vehicles, fixtures or structures.

-All vendors are required to carry, and provide proof of liability insurance with the limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate with Wasatch County Parks and Recreation SSD#21 and Wasatch County listed as additionally insured.

Other:

-WCPR staff has the authority to ask any vendor to remove himself/herself and/or any product from the event and reserves the right to refuse acceptance, participation and continued participation (without refund) to any vendors who do not comply with rules and regulations and/or do not meet event standards which include, but are not limited to: all local, city, state, and federal laws and rules and regulations.

-Roving and pushing sales are prohibited. Vendors are allowed to distribute business material only within the confines of their booth.

Pricing:

-Large Events (Derby/Rodeo): 5 day package = \$800 + \$25/day for 20 amp power hook up

Single Day = \$200 + \$25/day for 20 amp power hook up

Medium Events (Sporting Tournaments, Event Complex): \$75/day + \$25/day if power available

Small Events (1day events, programming): \$50/day + \$25/day if power available



Wasatch County Parks & Recreation Vendor Application

Name of Organization/Business: _____

Product Description: _____

Contact Name: _____

Address: _____

Phone #: _____ Alternate #: _____

Email: _____

Proposed Event: _____ Event Dates: _____

Event Location: _____

Health Permit #: _____ Business License #: _____

Amount Paid: _____

Contact Isabel Dupes: Email - idupes@wasatch.utah.gov Phone #: 435-671-5890

