



EST. 1889

75 North Main Street
Heber City, UT 84032

March 01, 2018

Dear Vendor:

Heber City Corporation is now accepting applications for the 2018 Heber Valley Market. The market starting date is June 07, 2018. It will be held every Thursday, ending August 23, 2018. Enclosed is the application for the 2018 season and the park/market rules.

**Applications must be received prior to May 31, 2018
LATE APPLICATIONS WILL NOT BE ACCEPTED!**

Vendor space will be assigned depending on the following criteria:

1. Timeliness in which the **completed** application is returned to Heber City Corporation;
2. Vendor history of compliance with state and local rules and regulations;
3. Vendor history of market participation. Significant weight, priority and preference should be given to vendors returning from previous seasons;
4. Electricity requirements.
5. If the vendor brings his/her own generator; and
6. Previous seasons attendance record.

All food vendors will also need to send a copy of their Health Permit from the Wasatch County Health Department. **A Copy of this permit must be turned in with the application before a space will be issued.** The person to contact at the Wasatch County Health Department is Dwight Hill, (435) 657-3261, 55 South 500 East, Heber City, UT 84032.

All produce vendors must meet the guidelines issued from the Utah State Department of Agriculture. They can be reached at (801) 538-7124.

The Farmers Market hours are from 4:00 p.m. - 9:00 p.m. Food vendors are allowed to arrive by 2:30 p.m. to set up. All other vendor must arrive no sooner than 3:00 p.m. to set up. **If you arrive late, your spot will not be held for you.** If you know you will not be able to attend a certain market day, please notify the Heber City Planning Office at least 24 hours prior to the date you will not be able to attend; failure to do so may result in your space being issued to another vendor for the rest of the season. The number to call is (435) 657-7899, or email "sushansen@ci.heber.ut.us"

The Concert in the Park begins at 6:30 p.m. The band will play until approximately 8:30 p.m. Vendors who stay the entire time tend to have higher sales!

HEBER CITY CORPORATION

Suzanne Hansen, CBLO

Heber City Business License Administrator / Market Organizer

2018 Heber Valley Market Rules and Instructions

1. All Applications must be completed and received prior to May 31, 2018. Late applications will not be accepted.
2. All vendors must check in with the Market Manager before setting up.
3. Vendors are encouraged to regularly attend the market as this tends to increase the vendors success. The market is held rain or shine, money will not be refunded.
4. All vendors must provide proof of liability insurance with limits no less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate with Heber City listed as additional insured. Please see the enclosed example of vendor liability insurance. Vendors assume full liability for any injury, theft, or damage to either the buyer, the seller, or the public, to their property, arising from or pertaining to the preparation for or participation in the Heber Valley Market. Regardless of whether such injury, theft, or damage occurred prior, during, or after the Heber Valley Market. The vendor agrees to indemnify and hold the Heber Valley Market / Heber City Corporation harmless for and against any claims for such injury, theft, or damage.
5. In the event of an emergency requiring immediate medical attention or police assistance please call 911.
6. Vendors who arrive at the market without an approved application will not be permitted to set up.
7. All prospective vendors must provide product descriptions and sample photos of products you wish to sell or display. Any items of or for display may be subject to final approval by the city council.
8. Vendors may not sell or display any types of items not approved and shown on their application. Market staff has the right to ask vendors to remove products that have not been approved.
9. Market Management has the authority to move or reassign vendor spots to enhance or facilitate market operations.
10. All produce growers, honey and meat vendors, plants and cut flowers vendors must contact the Utah State Department of Agriculture and obtain a Department of Agriculture certificate before selling at Heber Valley Market. They can be reached at (801)538-7124.
11. Heber Valley Market begins June 07, 2018 and will be held every Thursday until August 23, 2018. Market time is from 4:00 p.m. - 9:00 p.m. All food vendors need to arrive by 2:30 pm to set up. Craft vendors need to begin setting up no earlier than 3:00 pm. All no food vendors need to be prepared to unload their merchandise and park their vehicles either across Main Street in the Police Station parking lot, or park in one of the nearby parking lots. Vendors who arrive earlier than these designated times interfere with the Parks Department maintaining the lawns. Because of the growing number of vendors who wish to participate, if you are not in the space issued to you by 3:20 p.m. your space will not be held.
12. Booths are inspected weekly by the Wasatch County Fire District, and Wasatch County Health Department. **If your booth is not set up by the time they start inspections, you will not be allowed to set up for that week.**
13. Vendors are required to stay until the market closes at 9:00 p.m.

14. Vendors must complete all sales by 9:00. **Electricity to the booths will be turned off by 9:00 p.m.**
15. Individual vendors are required to obtain all permits required by state and local agencies. A copy of these permits must be included with the vendor application before a space will be issued (Wasatch County Department of Health (435-654-657-3261) for all food items, Utah State Department of Agriculture for produce (801-538-7124).
16. All vendors are required to collect sales tax. The tax rate for retail in Heber City is 6.25%, produce is 3.25%. And food for immediate consumption is 7.25%. A Special Events Temporary Sales Tax Number will be issued to each vendor along with the permit for a booth from Heber City Corporation. Each vendor is responsible to submit the appropriate sales tax collected to the Utah State Tax Commission.
17. Non Profit booths are to encourage community outreach. Non-profit organizations must provide a copy of their (501)c3 status and are welcome to apply. All nonprofits must provide samples and photos of their booth and items they are displaying and/ or distributing. Any fundraising must not compete with market vendors. Space is limited and vendors will be allowed on first applications received with full payment, first served. A section of the park is specifically designated for nonprofits, fundraising and informational booths.
18. Political booths are not allowed.
19. Vendors and Organizations out of compliance with the general market guidelines will be asked to leave.
20. The cost to be a jewelry, craft, artist or food vendor for the entire season is \$150.00 for a space without the use of electricity, or \$200.00 for a space using electricity. If more than one outlet is needed, extra fees may incur. Weekly payments will not be accepted. If a check is returned as "NSF", a \$20.00 fee will be added to the total.
21. The cost for non-profit, fundraising and informational booths is \$150.00 for the season.
22. Food vendors must obtain an "Extended Temporary Food Permit issued from Wasatch County Health Department. **A copy of this certificate must be turned in with the vendor application.** Vendors who do not submit this with their application will **not** receive a space **until** it is received by Heber City Business License Administrator. It must be received by Heber City Business License Administrator no later than one week before the market begins. Additional fees will be charged by the Wasatch County Health Department along with an application for a "Health Permit". This application can be obtained at 55 South 500 East, Heber City. The contact person is Dwight Hill. He can be reached at (435) 657-3261. An alternate number is (435) 657-3264, ask for Carolyn. All Health Department fees are the responsibility of the individual vendor.
23. **Vendors are not permitted to play music in their booths or create any type of disturbance that is audible in an adjacent booth.**
24. Glass containers, and drinks in glass bottles will not be allowed.
25. Produce is excluded from the County Health Department regulations. All produce must be sold in raw, whole, fresh, unprocessed and not prepackaged form. For more information concerning the State of Utah requirements, please contact the Utah State Department of Agriculture at (801) 538-7124. If samples of produce are given, a "sampling permit" issued by the Wasatch County Health Department is required. They can be reached at 435-657-3261.

26. If a vendor sells food by weight, a certified scale must be issued. (Utah State Weights & Measures)
27. All Vendors are responsible for providing their own booth, table and supplies with a canopy **no larger than 10" x 12"**. Food trucks /carts that are required to park on the road are exempt from having a canopy. Vendors who require more space must pay for the extra space. (Example: 30 feet wide is 3 spaces, 10 ½ feet wide is two spaces.)
28. Canopies must have 50 lb weighted anchors to hold canopy down and protect from wind damage. Stakes in the grass are not permitted in order to protect the sprinkler system in the park.
29. Vendors are not allowed to choose their own spaces.
30. All sales must take place from your assigned booth. Roving sales are not permitted. The booth and displays must be confined to the booth space and not encroach on the walkways, or on the sides and rear of the allotted space.
31. Solicitation or distribution of any marketing or advertising material is prohibited outside of the vendors designated booth by the vendor or non-participating entities. This includes but is not limited to: flyers, handbills, stickers, and promotional items of any kind. Please notify the Market Management if you see any activity related to solicitation.
32. Vendors are responsible for their own garbage. Vendors must keep the area around their booth safe and clean, garbage picked up, etc. **Vendors are required to take their own garbage to the large dumpster, and not fill up the public garbage cans. If garbage is left in your space, or you use the public trash receptacles, a \$100.00 fine may be issued on the first offense. A second offense will result in the vendor not being allowed to set up the following week.**
33. VEHICLES MUST STAY OFF THE GRASS.
34. Pets are not allowed in the park, (This means dogs, cats, birds, snakes, and other animals).
35. Extension cords must be maintained in good condition without splices, deterioration, or damage and have a "UL Listing". Vendors are responsible to provide their own extension cords,
36. If the vendor wishes to use a generator, permission from the market management must be granted.
37. The Heber Valley Market does not provide exclusivity for any vendor.
38. Smoking is prohibited. Heber City follows the "Utah State Clean Air Act", which prohibits smoking in public places. This includes electronic cigarettes.
39. Alcohol is not permitted at the Heber Valley Market.
40. Heber City Corporation shall be indemnified from any accident or incident which may occur during Heber Valley Market.
- 41. Applications received the day of market will not be allowed to set up.**

I look forward to working with you on this fun event!

HEBER CITY CORPORATION

Suzanne Hansen
Heber City Business License Administrator / Market Coordinator: CBLO



2018 Heber Valley Market
Vendor Application (Incomplete applications will not be processed)
Applications will not be accepted after May 31, 2018

Applicant Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

e-mail _____

SSN and/or SALES TAX # or TAX EXEMPT # _____

(This information must be provided in order to be a vendor at Heber Valley Market)

Market dates are:

June	July	August
07	05	02
14	12	09
21	19	16
28	26	23

FEES: Vendor space will not be guaranteed until all fees are paid

Entire season without electricity	\$150.00
Entire season with electricity (one outlet)	\$200.00
Extra electricity (per outlet)	\$25.00
Nonprofit, informational (Entire Season)	\$150.00
Food Trucks (Entire Season)	\$300.00

I will be selling:

_____ Intermountain West grown produce, honey, or flowers (Must contact Utah State Department of Agriculture)

_____ Crafts that I handmade. **Items made outside of the Unites States will not be accepted.**

_____ Processed foods (must be in compliance with all Utah State Department of Agriculture rules)

_____ Food prepared at the Heber Valley Farmers Market (A copy of your Wasatch County Department of Health Extended Temporary Food Permit must be included with this application)

_____ I am a nonprofit, or information booth. I will not be selling anything.

Booth space is 10 x 12ft. If you need more space than this you will need to pay for another space.

- The amount of space I need, **will** fit in a 10 x 12 space.
- The amount of space I need exceeds a 10 x 12 space. I will need _____ space.
- I do NOT need electricity.
- I do need electricity. _____ outlets needed.
- I will be bringing a food truck. The size is _____.

Please submit sample photos and list ALL products of what you will be selling or displaying at the market: (Be Specific). If it is not listed on the application you will be asked to remove that item (s). Approval of the market manager must be obtained in order to add products.

(Vendor & product eligibility and acceptability will be determined by Heber Valley Market Management)

I am applying for a space in the 2018 Heber Valley Market.
I have read the rules and instructions and agree that Heber City Corporation shall be indemnified from any accident or incident.

Signature _____ Date _____

For Office Use Only

Accepted	Yes	No	Credit Card Conf # _____
Date Received	_____		Check # _____
Amount Received	_____		Cash _____

If you have questions, please contact Suzanne Hansen, Heber City Business License Administrator at (435) 657-7899.

Email to "sushansen@ci.heber.ut.us"

REFUND SCHEDULE

Before June 04, 2018	Full Refund
After June 04, 2018	No Refund

Applications can be mailed to:
HEBER CITY CORPORATION
c/o Suzanne Hansen
75 North Main Street
Heber City, UT 84032