Heber Market on Main Vendor Rules

Our Vision:

Enhance and Strengthen downtown- the heart of our community and grow, promote and diversify meaningful recreation opportunities

Participation in the Heber Market on Main means you accept a certain degree of responsibility to partner with all marketers in creating a fun and friendly event. By submitting your application, you agree to support and adhere to all market rules and regulations.

Vendors are responsible for removing their own trash from the event and leaving their space spotless. Vendors caught leaving trash on the ground 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 available at www.hebermarket.com
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', (50-100 words), will be displayed with on the Market on Main website. All applicants must provide a valid e-mail, social security number or Sales tax number for their business (Not the FEIN). Incomplete applications will be returned for the applicant to complete and will delay the process.
3. Acceptance is not guaranteed until application has been reviewed by staff. Each application is reviewed to ensure a broad range of products for the season that will enhance the HEBER MARKET ON MAIN experience. If a vendor is invited to join us for selected market dates they will be sent an email.
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 accepted and when they make their payment. NO REFUNDS for cancellations, changes and/or no-shows. Payment by credit/debit card on the website only.

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 rachelkahler5@gmail.com **prior to 12 noon the Monday** before the scheduled market date. Failure to provide required notice will result in an additional $100 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 (5 pm) and early departures (packing up prior to 9 pm) will be billed as CANCELLATIONS and are subject to this same fee.**
6. ALL VENDORS ARE REQUIRED TO PROVIDE PROOF OF INSURANCE WITH HEBER MARKET ON MAIN/ HEBER CITY CORPORATION LISTED AS ADDITIONALLY INSURED. NO EXCEPTIONS.

MERCHANDISE:

1. Vendors may not sell any types of items not approved and shown in their market application.
2. HEBER MARKET ON MAIN has the right to ask vendor to remove products from their booth at any time without refund or adjustment to booth fees.
3. 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). If you are a produce seller who does not grow all of your own produce, you must register with the Department of Agriculture as well as collect and pay the produce sales tax.
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 Utah State Temporary Sales Tax form will be issued to you in your vendor packet along with your vendor permit on the first day of the market by the Market on Main Staff. The sales tax form is to be submitted to the Utah State Tax Commission after the market ends in the envelope provided in your vendor packet.
3. If you do not receive the proper forms, contact Rachel Kahler rachelkahler5@gmail.com. If you have tax questions contact the Special Event Sales Tax Department directly at specialevent@utah.gov or 801-297-6303.
4. As of April 1, 2020, the current tax rate for Heber City in Wasatch County is 6.40%.

-HEBER-
MARKET
ON MAIN

OPERATIONS:

1. The Heber Market on Main 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, but not before 3 pm. All vendors must be completely set up at least 15 minutes before 5:00 pm.
3. LOAD-IN access ends at 5:00 pm. No vehicles will be allowed into the venue after this time.
4. LOAD-IN procedure:
   a) Check-in with Vendor Coordinator to confirm booth assignment.
   b) Drive to your assigned space and pull vehicle perpendicular to the curb to unload. Vendors are not allowed to remain parked on lawn for more than 20 minutes. Vendors are only permitted one vehicle in the venue at a time. **Vendors with OVERSIZED VEHICLES or TRAILERS should be on-site for load-in no later than 4 pm so as not to interfere with traffic flow and neighboring booths.**
   c) Quickly unload equipment/merchandise to the sidewalk and remove your vehicle from the venue immediately **– DO NOT begin set-up of your booth until your vehicle has been removed from the venue.**
   d) Park vehicles in designated parking areas and return by foot to your space to continue with booth set up.
5. VENDOR PARKING is located at the Heber City Police Department parking lot on the east side of Hwy 40 and along nearby public streets. This will allow room for your patrons to park.
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 5 pm.
7. Setup and display must be completed by 4:45 pm.
8. Vendors are required to stay until the event closes at 9 pm – again, rain or shine or snow. Any vendor found packing out or gone prior to 9 pm will be billed a CANCELLATION FEE.
9. CLOSE OF MARKET procedure:
   a. Vendors must stop selling promptly at 9 pm
   b. Breakdown canopy & displays and move all equipment/merchandise to the curb so that a vehicle can be pulled up perpendicular to your curb.
   c. Vendor vehicle access is typically not allowed until after 9 pm (see LOAD-OUT procedures). Vendors are only allowed one vehicle in the venue at a time.
10. LOAD-OUT procedure:

a) Market area will only be opened to vendor vehicles when HEBER MARKET ON MAIN 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. Vendors must not block traffic along 100 West, 200 South or 300 South or cause fire lane and public safety issues.
b) Even once the Market area is open to vendors - **DO NOT drive into the venue until your booth and merchandise have been taken down and ready for loading.**
c) Always drive slowly and cautiously, follow all traffic laws – BE PATIENT.

11. Vendors are required to take care of their own trash. Vendors found leaving trash on the ground are subject to a $100 fine (per occurrence) and may denied participation to future market dates.
12. Vendors are required to notify HEBER MARKET ON MAIN Market Director by email at rachelkahler5@gmail.com if 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.
13. Price, terms of sale, bartering etc. are between buyer and seller only. All sellers agree to abide by fair business practices. HEBER MARKET ON MAIN makes no guarantees of sales/revenues to any vendor.

JEWELERS/CRAFTER:

1. You must submit an application with the vendor type JEWELER/CRAFTER if you intend to display/sell jewelry in your booth.
2. If you would like to sell additional items, you must submit a request with pictures to rachelkahler5@gmail.com
3. Must provide certificate of Insurance with Heber market on Main/Heber City Corporation listed as additional insured. Refer to section on Insurance

FOOD VENDORS:

1. 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 at HEBER MARKET ON MAIN. Approved vendors can apply for a Temporary Food Permit by contact Dwight Hill at dhill@co.wasatch.ut.us or 435-657-3261.

Wasatch County Health Department will inspect you food booth every week. You must be set up by 5:00 pm in order to be ready for this weekly inspection.

2. Food that is prepared and packaged off site (and NOT offered for sampling) is regulated by the Utah Department of Agriculture and Food (UDAF) and must be approved for Cottage Food Kitchen Permit: See attached UDAF for more information, or visit UDAF Website at: https://ag.utah.gov/businesses/regulatory-services/cottage-food-production/
3. All permits must be displayed in your booth or you will not be allowed to offer prepared or sampled foods on site.
4. Propane cooking equipment must be 5 ft. from the public and 5 ft. from both your & your neighbors' canopies or structure and be marked with caution tape. HEBER MARKET ON MAIN 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. The Fire Marshal also does weekly inspections at the Market on Main.
5. Responsible for keeping food area attractive before, during and after the market.
6. Vendors are prohibited from selling any alcoholic beverages at the Market on Main.
7. Provide enough food items to cover the entire night.
8. Responsible for providing fast service-recommended no longer than 3 minute wait for each customer.
9. Comply with all health and fire safety regulations when applicable at business owner's expense.
10. Ensure that grease and abrasives are not disposed of on event property. It is the vendors responsibility to dispose of all fats, oils, greases etc. off site.
11. Ensure food has prices, including sales tax posted which will be visible to the public in signage that is professional in appearance and size.
12. Food vendors must provide their own liability insurance and add a rider naming both Heber Market on Main and Heber City Municipal as additionally insured.

FARMERS/PRODUCE/ARTISAN BREADS/FLORIST:

1. Farmers must complete the application but the fees are waived! Applicant must commit to a minimum of 6 market dates on their application. This is a new feature this year and we are excited to have you participate!
2. Farmers must be registered with the Utah Department of Agriculture if they process, prepare, package the produce or contact DAF at 801-538-7159.

3. If samples of produce are given you must obtain a sampling permit through Wasatch County Health Department. Contact WCHD at 435-657-3261.
4. Potentially Hazardous Foods, noted as PHFs (ex: meat, cheese, eggs, hummus, juice, yogurts, etc) must be kept at 41 degrees or less.
5. Farmers must keep a thermometer at booth if selling PHF's.
6. Farmers offering samples must have a wash station; food handler's permit and register with the Wasatch County Health Department. To apply, contact the Wasatch County Health Department at 435-657-3261 Email: dhill@wasatch.ut.us
7. Farmers must display signage designating whether their produce is organically or traditionally grown, and the address where it was grown and by whom.

ARTIST

1. Paintings, photography, sculpture that are Gallery worthy will be allowed to display their work at no cost. The application must be complete to be accepted into the Heber Valley Market on Main.
2. Photos of art work to be submitted with application.
3. Small bio of the artist needs to be submitted. You may be featured in the local newspaper as "Artist of the Week at the Heber Market on Main.
4. Provide proof of Insurance. Refer to section on insurance.

EDUCATIONAL

1. Non-profit, Informational, Advertising
2. Completed application with photos of items for display and insurance
3. Non-profit business must include copy of 501C3. You are required to pay the booth fee and submit insurance.

KIDS PLAY ZONE

1. Includes bounce house, face painter, balloon artist.
2. Proof of insurance. See section on insurance.

WEEKLY VENDORS

1. Application must be completed online. Payment must be received in order to reserve booth space.
2. Must comply with all other rules including proof of insurance.

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BOOTH SET UP:

1. All vendors must check in at the Heber City information canopy. Staff will be present to direct vendors to their assigned area for set-up beginning two hours prior to the event start time. Do not arrive prior to two hours ahead of start time for set up.
2. All equipment needed, including canopies, stands & base weights, tables/chairs, power cords and items are the sole responsibility of the vendor. No equipment is provided by HEBER MARKET ON MAIN.
3. Spaces are 10 x 10 ft. Space dimensions are monitored and vendors are not permitted to set up merchandise outside the dimension of the booth space they are assigned. If a larger space is needed the vendor must apply and pay for two spaces
   a) Canopies 10x10 feet 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. 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) 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 the sidewalks and walkways. Vendors may not place signage (i.e.: A frames, sign boards) outside the footprint of their booth.
   c) Vendors are responsible to provide their own canopy/tent, tables, chairs and means to set up.
   d) All vendors must be completely set up 15 minutes before the event starts and remain set up in place until the event end time.
4. Inspections by the Fire Marshal of all structures and adherence to booth dimensions will take place prior to 5:00 pm. 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.**
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 HEBER MARKET ON MAIN in accordance with city code and only those artists confirmed by HEBER MARKET ON MAIN staff/scheduled on our master-plan are permitted within the venue.
6. Alcohol is not permitted anywhere in the market venue.
7. The Utah State Clean Air Act prohibits smoking in public places. Smoking, vaping, and the use of electronic cigarettes is prohibited at the HEBER MARKET ON MAIN.
8. HEBER MARKET ON MAIN 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 or 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. If a second outlet is needed the vendor must pay an additional $50.00 per outlet. This is non-negotiable, 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 Bars are not permitted.
4. 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 50 foot long cord which is designed for outdoor use with a 20 amp rating and a 10 wire gauge (the lower the number the better).
   b) Rugs to cover your cords where it crosses pedestrian walkways.
5. Generators are NOT permitted at the market without permission from the market director.
6. Electricity is shut off promptly at 9 pm.

INSURANCE:

1. The Heber Market on Main and Heber City Municipal Corporation 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 The Heber Market on Main; whether such injury, theft or damage occurred prior to, during, or after the hours of operation of The Heber Market on Main. Seller further agrees to indemnify and hold harmless both The Heber Market on Main and Heber City Municipal Corporation and employees 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 Heber Market on Main , hereby agree to hold The Heber Market on Main / Heber City Municipal Corp. and their representatives or officers, 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.

2. **All vendors are required to carry, and 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.
3.

OTHER:

1. Heber Market on Main 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.**
2. Political booths are not permitted.
3. Roving and pushing sales are prohibited. Vendors are allowed to distribute business material only within the confines of their booth.
4. Animals are not permitted around food vendor area. Only certified service animal are allowed at the Market on Main
5. Use of, or sale of merchandise containing the HEBER MARKET ON MAIN Logo is prohibited.

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

Non-Discrimination Policy: *The Heber Market on Main 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. Heber Market on Main is an apolitical organization and does not allow promotion of any political party or individual within the market boundaries.*

Commitment to being Friendly: *In no way will my staff or I antagonize or mistreat another vendor or festival patron or Heber Market on Main Staff Member during the event or engage in any behavior that is dangerous, belligerent or uncivil. 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.*