



## ART CITY DAYS VENDOR POLICIES

### Event Standards & Conduct

Art City Days is a family-friendly event. All vendor displays, products, demonstrations, and promotions must align with the general atmosphere of the festival.

- Vendors may not sell or display obscene, drug-related, or otherwise inappropriate items.
- Springville City and the Art City Days Board retain the sole and final authority, at their discretion, to prohibit the sale or promotion of any item, service, or event that violates festival standards, without right of recourse by the vendor.
- Any violation of these policies may result in immediate removal from the event and/or disqualification from future Springville City–sponsored events.

### Booth Space, Hours & Operations

- Booth locations are assigned at the sole discretion of Springville City.
- Vendors may not operate, sell, or display items outside their assigned booth space.
- Vendors will be allotted only the amount of booth space they have paid for. Additional space for preparation, storage, or overflow is not guaranteed and may not be available.
- Springville City reserves the right to relocate booths regardless of prior assignments or requests.
- Vendors may not assign, sublease, or share booth space without written approval from Springville City.
- Product or service exclusivity is not guaranteed.

- Vendors must keep booths open and staffed during all official event hours. Early tear-down or closure is not permitted without prior approval from Springville City.

### **Vehicle, Trailer & Load-In / Load-Out**

- Vendors may not drive or park vehicles on lawns or landscaped areas for loading or unloading.
- Food Vendor trailers may only be moved into or out of position under the supervision of Art City Days staff.
- After unloading, vendor vehicles may not remain parked along Main Street or in the Civic Center South Parking Lot. Vehicles left in these areas may be cited or towed.
- All vendor property—including booths, canopies, vehicles, and trailers—must be fully removed from the Civic Center site by 12:30 a.m. on Sunday. Sprinklers will activate at that time.

### **Booth Setup, Equipment & Safety**

Vendors must supply and maintain all necessary equipment, including canopies, tables, chairs, and extension cords.

Vendors must:

- Ensure all equipment, displays, canopies, trailers, and structures are properly assembled, anchored, and safe
- Ensure all items fit entirely within the assigned booth space and do not block walkways, emergency access points, ADA routes, or neighboring booths
- Monitor weather conditions and take additional precautions as necessary to prevent hazards
- Be solely liable for any injury or property damage arising from vendor equipment or operations
- Promptly report any unsafe conditions or injuries to Springville City

### **Electricity & Water**

- Electricity is limited and available on a first-come, first-served basis. Not all booth spaces have access. Only vendors who have paid the fee for electricity use may use outlets.

- Culinary water is available at the designated spigot near the Civic Center check-in area.
- Vendors may not connect hoses directly to booths.

### **Food, Fire & Health Requirements**

All food vendors must:

- Obtain a temporary food permit from the Utah County Health Department and clearly display it in their booth
- Take all necessary precautions to prevent oils, grease, hot coals, or other materials from damaging landscaping
- Dispose of gray water only in designated collection areas; dumping in restrooms, landscaping, or streets is strictly prohibited. Gray water can be dumped at the Springville Water Department R.V. trailer waste drop area (700 N 500 W)

Fire & Open Flame Rules:

- Any vendor using grills, fryers, propane, or open flames must comply with all fire code requirements.
- Fire extinguishers must be present where required by the Fire Marshal.

### **Sound, Sales & Demonstrations**

- Amplified sound, music, or voice amplification is not permitted without prior approval from Springville City.
- Approved sound must not interfere with nearby vendors, scheduled entertainment, or event operations.
- Vendors may not solicit, hawk, or conduct demonstrations outside their booth space or block walkways or access points.

### **Trash, Cleanliness & Site Protection**

- Vendors must dispose of all trash in the roll-off dumpsters provided at the Civic Center daily.
- Vendors may not leave trash behind or use curbside garbage cans.

- Violations may result in a fine of up to \$100 per occurrence and/or removal from the festival.
- Vendors are responsible for protecting City property, landscaping, and infrastructure from damage.

### **Licensing, Insurance & Permits**

- All vendors must be properly licensed, permitted, and insured as required by law.
- Vendors claiming non-profit status must provide proof of 501(c)(3) or equivalent documentation.
- Food vendors and vendors with high-risk activities (including, but not limited to, wall climbing or rebound devices) must provide a certificate of liability insurance:
  - \$1,000,000 per occurrence
  - \$3,000,000 aggregate
  - Naming Springville City as an additional insured
- Vendors with live animals must provide additional insurance and proof of current vaccinations.

### **Sales Tax**

Vendors are responsible for paying all required sales taxes following Art City Days.

### **Security, Loss & Liability**

- Security is not provided for vendor booths.
- Vendors are solely responsible for securing and protecting their property before, during, and after the event.
- Springville City is not responsible for loss, theft, or damage to vendor property.

### **Weather, Cancellations & Force Majeure**

- Art City Days will take place rain or shine.

- Booth fees are non-refundable, including in cases of inclement weather.
- Springville City reserves the right to delay, relocate, modify, or cancel the event due to weather, public safety concerns, emergencies, or circumstances beyond its control.
- Springville City is not liable for vendor losses due to such conditions.

### **Compliance With Laws**

Vendors must comply with all applicable local, state, and federal laws, ordinances, and regulations.

## **ADDITIONAL FOOD VENDOR GUIDELINES**

### **Temporary Food/Drink Booths**

- 1) All temporary food booths must have a Temporary Food Permit.
  - a) All food vendors must use a Temporary Food Application. **It is not allowed to bring restaurant permits from establishments elsewhere.** Vendors must complete a Utah County Health Department (UCHD) application and receive a Temporary Food Application for any large event (see #1 below).
  - b) Any temporary food booth found operating without a permit, will be shut down. This will also be a violation cited against the event.

The Temporary Food Application for approved events can be found here:

<https://myhealthdepartment.com/utah-utahcounty/dashboard/#!applications?form=temporary-booth-permit-application>

- 2) Food booths must be set up properly. The owner or responsible person of the booth must have:
  - a) Proper handwash station (see application, pg. 7).
  - b) Proper dishwashing sink set up (see application, pg. 9).
  - c) Thermometers if cooking meat (see application, pg. 10).
  - d) Must be set up on tarp or equivalent flooring if the booth is in dirt/dusty conditions.
  - e) Must have one person that has a Food Handler's permit.
  - f) Follow all other regulations in pages 7 – 10 of the application.

### **Mobile Food Trucks and Carts**

- 1) Must be permitted by a local health department.
  - a) The mobile will have the current paper permit inside somewhere.
  - b) Most mobiles will have the current decal on the outside, likely on the lower right-hand corner of the rear side of the mobile truck or cart.
  - c) If the mobile isn't permitted by any health department, don't allow them on the property. They will be shut down, and this will also be a violation cited against the event.
- 2) Must have water.
  - a) If the mobile truck or cart doesn't have running water from the sinks, you will not be allowed to sell on the property. You will be shut down.

**QUESTIONS?** Please email [cworkman@springvilleutah.gov](mailto:cworkman@springvilleutah.gov) or call 801-491-4861.