



Please also submit two or three photos of items to be sold and wherever possible, a photo of your booth at a venue in which you have previously participated.

SPRINGVILLE ART CITY DAYS 2023

ART CITY DAYS	You are cordially invited to apply to be a vendor in the Springville Art City Days this year. Art City Days is a celebration of the arts and crafts with a parade, concert, picnics, children's activities and carnival. Each year the number of participants continues to grow in one of Utah's most unique celebrations.
VENUE DATES	Art City Days downtown festival officially begins on Thursday, June 8 and ends Saturday, June 10, 2023; although sales will begin Wednesday evening, June 8 for a few hours. Listed below are the approximate hours for the event:
Wednesday, June 7	Vendor check in time is from 10:00 am to 5 pm. Vendors who show up after Noon on Wednesday will be assigned whatever spacing is left. Vendor sales may begin at 6:00 pm on Wednesday. 6:00 pm - 10:00 pm - Wednesday is "One Ticket Day" at the carnival.
Thursday, June 8	11:00 am - 10:00 pm
Friday, June 9	11:00 am - 11:00 pm
Saturday, June 10	9:00 am - 11:00 pm
We encourage all vendors to be open to sell during the above hours. However, hours of operation will be at vendor discretion up to closing time each evening.	
INSURANCE	All vendors with high risk activities as determined by Springville City, including, but not limited to, wall climbing and rebound devices, shall provide a certificate of liability insurance (\$1,000,000 per occurrence/\$3,000,000 aggregate) that names Springville City as an additional insured.
VENUE LOCATION	The majority of this year's festival will be centralized in downtown Springville at the Civic Center 110 South Main and Civic Center Park, 50 South Main. The booths will be adjacent to the carnival, various festival attractions and entertainment.
APPLICATION	To help insure an equal opportunity for all vendors, and to remain within the theme of arts and crafts, all applications will be juried. You will receive an email letter of acceptance, denial or notice that you have been placed on a cancellation/waiting list. Application Due Before: May 1, 2023 City Response By: May 15, 2023 Approved Booth Vendors will be notified via Email All Fees Due By: May 26, 2023 (by 5:00 pm) Payment instructions included in the Approval Email Late Fee of \$50 After May 26, 2023 (by 5:00 pm) Commences: *Any fees not received by May 26, 2023 will constitute forfeiture of the vendor's booth space. Vendors that pay fees late will be assigned to whatever space is remaining, if any.
Mail Application to:	Art City Days Attn: Vendor Application 443 South 200 East Springville, UT 84663
Once Application is Approved - Credit Card payment via phone or in person at City Offices. Any checks must be made payable to: Springville City . Payment is not accepted until the application is approved.	

GUIDELINES

- 1) This is an exciting and wonderful event. Please remember that this event is for all age groups and there will be absolutely no selling of items dealing with obscenities, drug related material or any similar items of such nature.
- 2) All vendors agree and accept that Springville Art City Days maintains right of sole and final say to prohibit, without any right of recourse by the offending vendor, the sale or promotion of any item or event which the Board deems, in its sole discretion, to violate the standards of Art City Days.
- 3) All displays must conform to general atmosphere of Art City Days.
- 4) Vendors are responsible for supplying their own canopies or coverings.
- 5) All Food Vendors must purchase a temporary food permit from the Utah County Health Department: 151 South University Ave., Provo, Utah (801)851-7000. We look forward to your attendance.
- 6) Not all vendor spaces have available electricity. Electricity will be given on a first come - first served basis.
- 7) Vendors may not drive vehicles onto lawn or landscape for loading or unloading purposes.
- 8) Vendors who vend from a trailer may only move that trailer into and out of position under the supervision of Art City Days staff.
- 9) Vendors are required to dispose of all of their trash in the large roll off dumpsters provided at the Civic Center site. Vendors who leave trash, or who fill curbside garbage cans with their trash, may be **fined upto \$100 per occurrence, and/or asked to vacate the festival.**
- 10) **Vendors should not leave their vehicles parked along Main Street or Center Street after unloading. Vehicles left parked in these areas may be cited or towed.**
- 11) **All vendor items, including canopies, goods, vehicles, trailers, etc. must be cleaned from the Civic Center site by 12:30 am on June 12th. Springville City will turn the site sprinklers on at 12:30 am to recover the landscape.**
- 12) Food vendors must take all necessary measures to ensure that oils, grease, hot coals, etc. do not damage the landscape.
- 13) Springville City will provide no security for vendor booths. Any items left in booths unattended are at the risk of the vendor.
- 14) Any Vendor claiming non-profit will be required to provide proof of 501C3, or similar proof of non-profit status.

QUESTIONS? Please email artcitydays@springville.org or call 801-489-2730.

Springville Art City Days 2023 Vendor Agreement

The undersigned represents to Springville City that he/she is fully authorized to sign for and bind the below named business (hereinafter referred to as "Vendor") regarding the Vendor's application and entry in the 2023 Art City Days event. Vendor agrees that Vendor and all persons associated with Vendor shall comply with the rules, policies and procedures prescribed by Springville City, as Springville City deems necessary for the efficient, safe, and non-offensive conduct of the Art City Days event and related activities. In addition, Vendor acknowledges and agrees to the following:

- Vendor has read and shall abide by all of the terms, conditions, and guidelines in the 2023 Art City Days Vendor Application and shall abide by all local, state, and federal laws and regulations, including, but limited to, all business license requirements and food handlers' permits.
- Springville City is only providing a space for Vendor to do business.
- Vendor agrees that Vendor will not receive any application fee refunds for any reason, including, but not limited to, inclement weather.
- Vendor shall be adequately insured naming Springville City as an additional insured and provide a certificate of insurance if requested by the City. If Vendor has a high risk activity as determined by the City, Vendor shall provide a certificate of liability insurance in the amounts required by Springville City and naming Springville City as an additional insured.
- As a condition of being a vendor for Art City Days, Vendor shall assume full responsibility for Vendor's conduct, which includes the conduct of all employees, subcontractors, suppliers, guests and customers of Vendor, and for Vendor's content and presentation of its activities, and Vendor shall indemnify, defend and hold harmless Springville City, its officers, employees, volunteers, and agents from and against any and all liabilities, claims, damages, losses and expenses, including, but not limited to, attorney's fees, incurred or suffered by Springville City, its officers, employees, volunteers, and agents that is caused by or arises from (a) any act or omission by Vendor or any person associated with Vendor or Vendor's entry, (b) any breach of Vendor's representations, warranties, or obligations herein, (c) any damages caused by or associated with Vendor or Vendor's entry, equipment, booth, or area (d) any claim or lawsuit by any of Vendor's employees, subcontractors, suppliers, guests, customers, or third parties, or (e) any infringement or violation by Vendor or Vendor's associates of the rights of others.

Booth Vendor Signature

By-
Title -

Date

Name of Business

Address

Phone number

Email

Alternate phone number

Vendors who do not follow all terms and guidelines contained within the agreement may be fined, asked to vacate their vendor booth space, any fees forfeited, and/or not be allowed to vend at Art City Days in the future.

Office Use Only:
BOOTH #: