



2018 Wasatch Waldorf Community Harvest Festival Vendor Handbook

Our Vision:

The Harvest Festival is an event to bring the Waldorf educational community together to celebrate the harvest season, raise awareness, educate and fundraise for our cause. The event will consist of local vendors and artisans selling handmade arts, crafts, food and toys at the "Harvest Market", hands-on activities like acorn felting, jump rope making, and live musical performances.

Who We Are:

Wasatch Waldorf Charter School (WWCS), is a K-8 tuition-free, public Waldorf charter school in Holladay, UT that provides a comprehensive education program integrating academics, arts, movement, nature, and social responsibility into everyday learning. The Wasatch Family Foundation (WFF) is a private nonprofit set up as a supportive organization to WWCS, and operates the Creekside Kinderclass. Both the Wasatch Waldorf Charter School and the Wasatch Family Foundation are 501(c)3 entities under IRS tax code.

Participation in the Harvest Festival means you accept and agree to partner with all marketers in creating a fun, friendly, No Trace Left Behind event. By submitting your application, you agree to support and adhere to all Harvest Festival rules and regulations.

This includes mandatory use of reusable zip ties to supplement Harvest Festival as a No Trace Left Behind event. Vendors are responsible for removing their own trash from the event and leaving their space spotless. Vendors may use Harvest Festival receptacles for recycling only, no trash. Vendors caught using school receptacles will be subject to a \$100 fine and participation in future events may be denied.

Harvest Festival Rules and Regulations

APPLICATIONS:

1. All vendors are required to complete the online application. A \$50 non-refundable application fee must be paid before your application is reviewed.
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', tax ID, valid email address (all Harvest Festival communication is done via the primary email you provide on your application).
3. Each application is reviewed by Harvest Festival directors and we look carefully for a broad range of products that will enhance the Harvest Festival experience. If a vendor is invited to join us for selected Harvest Festival date(s) they will be sent an invoice for all Harvest Festival fees; application status will only be marked 'approved' once all fees are paid in full.

4. Space in the Harvest Festival is sold on a first paid basis; please keep in mind that space may sell out between the time a vendor is invoiced and when they make their payment. NO REFUNDS for cancellations, changes and/or no-shows.

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 Harvest Festival date. Notice must be sent **via email** to heatedwards@gmail.com prior to 5pm the Wednesday before the scheduled Harvest Festival date. Failure to provide required notice will result in an additional \$50 penalty fee - to be charged automatically to a credit card on. Late arrivals (9am) and early departures (packing up prior to 4pm) will be billed as CANCELLATIONS and are subject to this same fee.

MERCHANDISE:

1. Vendors may not sell any types of items not approved and shown in their market application.
2. Reselling products is especially sensitive and must be approved in the application process – only vendors of type IMPORTER will be permitted to sell such merchandise.
3. Harvest Festival has the right to ask vendor to remove products from their booth at any time without refund or adjustment to booth fees.
4. Jewelry may ONLY be sold by those vendors with applications submitted with vendor type as JEWELER and approved through the selections process. Absolutely no vendor of any other type may sell/display jewelry in their booth - no exceptions.
5. 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).
2. Sales tax collections and remittances are the sole responsibility of the sellers. If you are accepted into the Harvest Festival and are subject to sales tax collection, the form will be mailed to you by the Utah Special Events State Sales Tax Office after the Harvest Festival has ended.
3. If you do not receive the proper forms or have tax questions, contact the Special Event department directly at specialevent@utah.gov or 801-297-6303.

OPERATIONS:

1. The Harvest Festival operates on a scheduled date(s) 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 8 a.m. Access is via the school parking lot.
3. LOAD-IN access ends at 9:00 a.m. - no vehicles will be allowed into the venue after this time. All cars must be out of the venue by 9:30 a.m.
4. LOAD-IN procedure:
 - a. Check-in with Vendor Coordinator to confirm booth assignment, staff will be on site starting at 8 a.m.
 - b. For unloading, you may park in any open parking stalls spots in the school parking lot. Volunteers will be available if you need assistance moving wares to your assigned booth space.
 - c. Quickly unload equipment/merchandise to your assigned booth space and remove your vehicle from the venue immediately – **DO NOT begin set-up with your vehicle in the venue.**

- d. Park vehicles in designated vendor parking areas (see below) and return by foot to your space to continue with booth set up.
5. VENDOR PARKING is available at Creekside Park to the East of the school, or at the LDS meetinghouses to the West of the school or across Murray-Holladay Road. PLEASE USE CROSSWALKS.
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 9am.
7. Setup and display must be completed by 9:45 a.m.
8. Vendors are required to stay until the event closes at 4 p.m. – again, rain or shine or snow. Any vendor found packing out or gone prior to 5pm will be billed a CANCELLATION FEE.
9. CLOSE OF MARKET procedure:
- Vendors must stop selling promptly at 4pm
 - Breakdown canopy & displays.
 - Vendor vehicle access will be allowed at 4:30 pm (see LOAD-OUT procedures). Vendors are only allowed one vehicle in the venue at a time.
10. LOAD-OUT procedure:
- Parking lot will only be opened to vendor vehicles when Harvest Festival staff feels the crowd has safely cleared for active loading.
 - Vendors may not wait in line on Murray Holladay Road to pull in for Load-Out – all traffic must continue moving so as not to block traffic or cause fire lane and public safety issues.
 - Once the lot is open to vendors - **DO NOT drive into the venue until your booth and merchandise has been packed up, canopy broken down, and is ready for loading.**
 - Always drive slowly and cautiously, follow all traffic laws – BE PATIENT.
11. Vendors are required to carry-out their own trash as part of our zero-waste efforts. Vendors found using Wasatch Charter School trash receptacles are subject to a \$100 fine (per occurrence) and may be denied participation to future market dates.
12. Vendors agree to help educate our attendees on our zero waste efforts by pointing out recycle stations, encouraging our attendees to use them, and by setting an EXCELLENT example.
13. Vendors are required to call WWCS Harvest Festival staff (801) 913-5432 in the event that 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 in future events – WITHOUT REFUND of any deposits/booth fees already paid. NO EXCEPTIONS.
14. Price, terms of sale, bartering etc. are between buyer and seller only. All sellers agree to abide by fair business practices. WWCS makes no guarantees of sales/revenues to any vendor.

JEWELERS

- You must submit an application with the vendor type JEWELER if you intend to display/sell jewelry in your booth.
- The submission deadline for Jeweler applications is August 1st. Those vendors selected to participate will be invited & invoiced by August 30th. Payment in full will be required immediately.

IMPORTER/RE-SELLER

1. You must submit an application with the vendor type IMPORTER if you intend to display/sell items manufactured by or procured from another business. You may only sell items approved on your application. If you would like to sell additional items, you must submit a request with pictures to heatedwards@gmail.com.
2. This vendor type is considered a last sell for our Harvest Festival and as such, vendors in this category may not be reviewed or invited until just before our event.
3. Invoice discounts are not available for this vendor type.

FOOD VENDORS

1. Food vendors offering items intended for on-site consumption and/or samples are required to be in compliance with Salt Lake County Health Department & must obtain a TEMPORARY FOOD PERMIT for participation at Harvest Festival. <https://slco.org/health/>
2. Food that is prepared and packaged off site (and NOT offered for sampling) is regulated by the Dept. of Agriculture: [CLICK HERE for UDA Website](#)
3. All permits must be displayed in your booth or you will not be allowed to offer prepared or sampled foods on site.
4. Food Vendors preparing items with the use of propane and/or electricity must be pre-approved in the application process. Space is limited. Additional fees apply.
5. Propane cooking equipment must be 5 ft. from the public and 5 ft. from both your & your neighbors' canopies or structure and be secured with caution tape. The Harvest Festival 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.
6. Food vendors must provide their own liability insurance and add a rider naming the Wasatch Family Foundation, Wasatch Charter School and Holladay Municipal as additionally insured.
7. All service items must be recyclable.
 - a. **No Styrofoam.**
 - b. **No plastic swords, toothpicks or umbrellas.**
 - c. **No ketchup or other condiment packets.**
 - d. **No straws.**
8. Canned drinks are permitted for sale (NO plastic or glass bottles). Beverages such as lemonade or tea may be served in **CLEAR PLASTIC CUPS ONLY**.
9. Vendors may not SELL water. FREE WATER is offered by Harvest Festival at stations throughout the venue.

FARMERS

1. Farmers who cancel/no-show will be denied participation for following year (NO REFUND).
2. Farmers must be registered with the Utah Department of Agriculture or Health Department if they process, prepare, package or offer samples of produce and display registration in booth. Dept. of Agriculture 801-538-7159.
3. Potentially Hazardous Foods, noted as PHFs (ex: meat, cheese, eggs, hummus, juice, yogurts, etc.) must be kept at 41 degrees or less.

4. Farmers must keep a thermometer at booth if selling Potentially Hazardous Foods.
5. Farmers giving samples must have a wash station; food handler's permit and register with the Salt Lake County Health Department. <https://slco.org/health/>
6. Farmers must display signage designating whether their produce is organically or traditionally grown, *where* it was grown and by whom.

BOOTH SET UP:

1. All equipment needed, including canopies/umbrellas, umbrella stands & base weights, tables/ chairs, power cords and items are the sole responsibility of the vendor. No equipment is provided by the Harvest Festival.
2. Spaces are 10 x 10 ft. in size on asphalt street surface – Vendors are not permitted to set up merchandise outside the dimension of the booth space they are assigned.
 - a. Canopies 10x10 ft. 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. In order to maintain the required fire lanes inside our venue, AWNINGS ARE NOT PERMITTED.
 - c. Vendors may not place signage (i.e.: a-frames, sign boards) outside the footprint of their booth.
3. Inspection, by the Fire Marshal, of all canopies/umbrellas/structure and adherence to booth dimensions will take place prior to 10:00 a.m. 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/UMBRELLA.**
4. Each vendor is required to display 'Their Story'. Must be a minimum 8x11 document or story board explaining, but not limited to, the following: your history, your inspiration, where your products or sources come from.
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 the Harvest Festival for multiple locations throughout the event and only those artists confirmed by Harvest Festival staff/scheduled on our master-plan are permitted within the venue.
6. Alcohol is not permitted anywhere in the Harvest Festival venue.
7. Harvest Festival 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/refunds.**

ELECTRICAL

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).

1. For those vendors who applied, paid and are approved for electricity, you will be provided access to ONE outlet with a **MAXIMUM DRAW of 1800 WATTS**. This is non-negotiable and additional wattage will not be permitted, 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/Harvest Festival locations.
2. 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 75 foot cord

- b. Designed for outdoor use
- c. 16 Amp rating
- d. 10 wire gauge (the lower the number the better)
- e. Rugs to cover your cords where it crosses pedestrian walkways.

3. Generators are NOT permitted at the market, per City code.

INSURANCE:

1. The Wasatch family Foundation and Wasatch Charter School. are not liable for any injury, theft or damage to either the buyer or the seller or their property, arising out of or pertaining to preparation for or participation in The Harvest Festival; whether such injury, theft or damage occurred prior to, during, or after the hours of operation of the Harvest Festival. Seller further agrees to indemnify and hold harmless both the Wasatch family Foundation and Wasatch Charter School 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 Harvest Festival, hereby agree to hold the Wasatch family Foundation / their representatives and/or Wasatch Charter School and/or their representatives harmless against any and all claims such as but not limited to: injury, theft or damage by any buyer, seller, or other persons resulting from or pertaining to the use, consumption, marketing tactics, display, negligence or disposition of seller's products, vehicles, fixtures or structures.

2. Food vendors are required to carry liability Insurance (not required for other vendor types, but strongly recommended).

OTHER:

Harvest Festival staff has the authority to ask any vendor to remove himself/herself and/or any product from the Harvest Festival and reserves the right to refuse acceptance, participation and continued participation (without refund) to any vendors who do not comply with Harvest Festival rules and regulations and/or do not meet Harvest Festival standards which include, but are not limited to: all local, city, state, and federal laws and Harvest Festival rules & regulations. **Booth fees will NOT BE REFUNDED.**

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

Non-Discrimination Policy:

The Wasatch family Foundation and Wasatch Charter School 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. The Harvest Festival is an apolitical organization and does not allow promotion of any political party of individual within Harvest Festival boundaries.

In no way will my staff or I antagonize or mistreat another vendor or festival patron or Harvest Festival staff member during the event. 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.