

# Tulip Festival April 10<sup>th</sup>-May 18<sup>th</sup>, 2024

## **Retail and Food Vendors Policies & Procedures**

**Agreement:** Vendors may not sublet their booth space. Exhibitors must list all products and services that will be promoted or sold at their booth. **Please keep a copy of the contract and Policies and Procedures for your own records.**

**Cancellations:** If the Tulip Festival is canceled by Thanksgiving Point for any reason, other than an act of God or an act of war, the amount paid by the exhibitor will be refunded. Tulip Festival is a rain or shine event. Refunds will not be given in case of inclement weather. If you cancel one month or more prior to the event, all monies paid will be returned, less a \$30 administration fee. If you cancel within one month before Tulip Festival, and if Thanksgiving Point cannot resell your booth space, you will be charged the full amount of the booth space. All cancellations must be submitted in writing. Exhibitors forfeit booth space if they have not arrived an hour before the beginning of the event. "No Show" Exhibitors will not be refunded and will risk exclusion from future participation in Thanksgiving Point Events.

**Cleanliness:** Exhibitors are responsible for the cleanup of their booth space. Fines of up to \$200 will be charged for booths left unkempt.

**Confidentiality:** All information on this contract, including payment information and fees paid, between the signed party and the Event Manager is to be kept confidential. Information will not be shared or sold by either party. Sharing of information may result in loss of vendor relationships and fines.

**Electricity:** All electricity needs must be requested and paid for with this application. **Vendors are responsible for their own extension cords.** Please provide real power numbers running at maximum capacity. If we are not informed of proper requirements, we may not be able to provide service – BE SPECIFIC!

**Insurance:** Exhibitors hereby agree to indemnify and hold Thanksgiving Point harmless from any liability arising out of the exhibitor's use of Thanksgiving Point during the show including load in, set up, tear down, and load out. Exhibitor is required to obtain their own insurance for general liability. Thanksgiving Point is not liable for losses or damages of any kind.

**Load-in/Load-out:** The Tulip Festival Market will take place in the amphitheater of the Thanksgiving Point Ashton Gardens. Because we want to keep the Gardens beautiful, we will be having all vendors load in through the maintenance gate north of the Museum of Natural Curiosity. **Food Trucks** will load in through a maintenance gate north of the Museum of Natural Curiosity (Map will be provided). Load-in will begin at 8:00 am each day. Vendors who have not arrived at the Thanksgiving Point Gardens by 9:00 am will forfeit their booth space without further compensation. Load-out will commence at 8:00 pm. Vendors may not load out early and will be fined for leaving before the event ends. **More load-in/out information will be sent as the event gets closer.**

**Food Vendor Split:** Food Exhibitors will be charged a non-refundable \$300 per weekend deposit coupled with an 80/20 split. Exhibitors will give Thanksgiving Point 20% of their overall sales at the end of each weekend throughout the duration of the Tulip Festival. The \$300 deposit

acts as a credit toward amounts owed in an 80/20 split each weekend. Thanksgiving Point requires all food vendors to provide official sales documentation reports at the end of each sales day.

**Beverage Policy:** Vendors may not sell water/soft drinks at the Tulip Festival. Vendors may sell specialized drinks.

**Market Hours:** The Tulip Festival begins at 9 am each day. **(10 am on April 27<sup>th</sup> with 5k).** Vendors are expected to be ready to go by 9:30 am each day. The event will close at 8:00 pm.

**Special Events:** Tulip Festival 5k: On April 27<sup>th</sup>, 2024 Thanksgiving Point will be hosting the Tulip Festival 5k. The market hours will begin at 10 am to allow for the roads to be reopened for load-in.

**Payment:** The total vendor fee amount is due on **Friday, March 29<sup>th</sup>, 2024**. No payments will be accepted after that day. If not paid, that spot will be considered forfeited. Payment will be completed through our website. Detailed instructions will be sent for that. **There will be no deferrals or transfers of your payment to another day or time.**

**Security:** Thanksgiving Point provides 24/7 security protection across the property; however, the vendor is ultimately responsible for their equipment and merchandise, Thanksgiving Point is not liable for losses or damages of any kind.

**Taxes and Licensing:** The Utah State Tax Commission requires vendors who engage in direct sales at Thanksgiving Point to pay sales tax to the state. You will need to obtain a temporary sales tax ID number specifically for this event. This fee is not included in the booth cost and is to be paid to the Utah State Tax Commission.

Thank you in advance for your cooperation during the 20<sup>th</sup> Annual Tulip Festival. After reviewing these procedures, respond and confirm you have read them at the following email:

[SigExperiences@ThanksgivingPoint.org](mailto:SigExperiences@ThanksgivingPoint.org)