

Tulip Festival April 9th-May 8th

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.**

COVID-19 Precautions: Beginning Monday, February 8, 2021 Thanksgiving Point requires face masks to visit—both indoors and outdoors. There are no exceptions to this policy. This policy is for staff, guests, volunteers, and vendors. All vendors will be required to wear masks. This is for the safety and health of guests and employees, which is Thanksgiving Point's top priority. We will assume that any vendor applying for the Thanksgiving Point Tulip Festival will abide by this policy. We will have hand sanitizer stations, sanitizing of rest rooms/other high traffic touch points, etc. as part of efforts to maintain health measures.

Cancellations: If the Tulip Festival is cancelled by Thanksgiving Point for any reason, other than an act of God or an act of war, the amount paid by 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 prior to beginning of 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 signed party and 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 relationship 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: 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 thru a maintenance gate north of the Museum of Natural Curiosity (Map will be provided). Load in will begin at 8:00am 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 8:00pm. 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 \$200 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 \$200 deposit is not charged in addition to the 80/20 split, it is subtracted from the final total 20% given to Thanksgiving Point.

Market Hours: Tulip Festival begins at 9 am each day. (10 am on April 24th with 5k). Vendors are expected to be ready to go by 9:30am each day. Event will close at 8:00 pm (with an option to leave early or stay until 10pm on May 2nd).

Special Events:

Tulip Festival 5k: On April 24th Thanksgiving Point will be hosting the Tulip Festival 5k. The market hours will begin at 10am to allow for the roads to be reopened for load-in.

Lyceum Philharmonic Concert: On May 8th there will be a special concert performed by the Lyceum Philharmonic to celebrate the conclusion of the Tulip Festival. The festival will close at 4pm, and guests swept-out at 5:30pm to allow for the concert goers to enter at 6:15pm. Concert begins at 7:30pm. We will give the vendors the option to load-out early after 4pm or they can stay for the duration of the concert which will end at 10pm.

Payment: Total vendor fee amount is due on **Friday March 26th**. 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 property, however 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 17th Annual Tulip Festival. After reviewing these procedures, respond and confirm you have read them at the following email: SigExperiences@ThanksgivingPoint.org