



Old West Days

Policies and Guidelines

Bluffdale Old West Days is excited to have your vendor participation. We strive to improve and grow each year to better support you.

Old West Days staff has the right to ask a vendor to remove products.

Old West Days will go on, rain, shine, wind, or snow.

1. Booth Space:

- a. All booth fees must be paid prior to set-up and occupancy.
- b. Booth space will be pre-assigned or assigned at check-in as necessary.
- c. Vendors shall follow the check-in procedures designated in their pre-event packet. All vendors will need to be in the park and ready to unload by 8:30 AM. The asphalt path through the park must be kept clear of all vehicles. All vendors should be prepared to have their booths operational no later than 9:30 AM.
- d. Vehicles will be allowed in the park area to unload supplies and set-up materials. Once the unloading process is complete vehicles shall be moved to assigned parking areas. Under no circumstances will vehicles be allowed to remain in the park area after 9:15 AM. Vehicles that do not comply with this rule will be ticketed by law enforcement. Vendors will need to arrange for hand carts, wheelbarrows, or wagons for use at closing because vehicles are not permitted in the vendor area at closing.
- e. All vendors should have their booths operational no later than 9:30 AM on the event day. Vendors shall keep their booths open and staffed until 6:00 PM. No early take-down is permitted. Food Vendors may stay through the duration of the evening events.
- f. "Booth space" is for the actual size paid for by fee. If additional vending trailers (drink trailers, display stands, etc.) are used, and which extend beyond the space paid for, additional booth fees will be required.
- g. All tents/canopies must be secured to the ground without obstructing walkways for the public. All vendor-supplied booths must be professional in appearance. The Old West Days committee has the right to refuse vendors whose booths do not meet proper standards.
- h. Old West Days staff has the authority to move or reassign vendor spots to enhance or facilitate operations.

- i. Vendors may not sell any items not approved or shown on the Old West Days application. Old West Days staff has the right to ask vendors to remove products.
 - j. We strongly encourage you to make your own signs to create as strong of a presentation as possible. Bluffdale Old West Days encourages vendors to participate in the Old West theme through signage, booth décor, and costumes. Remember to consider your neighbors when creating your unique signs. Keep the aisles clear.
 - k. Price, terms of sale, etc., are between buyer and seller only. All sellers agree to abide by fair business practices.
 - l. Please stay within your assigned booth area if an “Authorized Vendor” tag is not issued. Vendors will not be allowed to “heckle” the crowd as they pass by their booth. Bull horns or loud speaker broadcast equipment is not permitted for booth vendors.
 - m. Vendors are responsible for clean-up of their space during event and before leaving the space at evening's end.
 - n. It is required that all vendors follow all state and county requirements for selling products or food (e.g. gloves, masks, social distancing, hand sanitizer, wiping products between use, etc.)
2. Authorized walk-around vendors:
- a. Certain products lend themselves to being sold without benefit of a booth. Vendors will be issued an “Authorized Vendor” tag. These vendors may pass among the crowd selling their product without causing a nuisance. Anyone selling a product who does not have an “Authorized Vendor” tag will be escorted from the park by law enforcement.
 - b. The Old West Days staff has final authority relative to the issuance of “Authorized Vendor” tags.
3. Sales tax:
- a. Any required sales tax collections and remittances are the sole responsibility of the sellers.
 - b. A member of the State Tax Commission may be on site to make sure that you are current with sales tax regulations and on file with them.
4. Power: Power is available. Power cords are not provided. Food vendors will have priority access to power. **Limitations:** Power limitations are 110V 15 amps or 220V 50amps, Twist lock connection. Power cords must be 12 gauge or heavier.
5. Security: Vendors are responsible for lost, stolen, or damaged property.



6. Food Vendor Responsibility:

- a. A food handler's permit is required for ALL food vendors.
- b. See Contract Paragraph No. 2 for details - Salt Lake Valley Health Department ("SLVHD").
- c. Required permits must be obtained at least 14 days before vending.
- d. Food handlers' permit must be displayed on front of food booth at all times.
- e. Inspections will be completed by the SLVHD.
- f. Any food that is prepared and packaged away from the event is regulated by the Department of Agriculture and must come from an approved commercial kitchen. Homemade foods are not allowed. It is the responsibility of the vendor to obtain all of the required permits and approval from the Department of Agriculture before vending at Old West Days.
- g. All food booths must meet the requirements of SLVHD, including walls and floors (not included in booth fee and NOT provided by City of Bluffdale). Vendors are required to provide their own wood flooring.

8. Liability: Vendor assumes full liability for the products they market and sell and hereby agree to hold the City of Bluffdale harmless against any claim of injury or damage by any buyer, seller, or other persons resulting from the use, consumption, disposition, display, or marketing of vendor's products.

9. Smoking: Smoking is not permitted in the park during Old West Days.

The City Bluffdale is not liable for any injury, or damage to either the buyer or seller, or their property, arising from or pertaining to preparation for or participation in Old West Days, regardless of whether such injury, theft, or damage occurred prior, during, or after Old West Days. Sellers further agree to indemnify and hold the City of Bluffdale harmless for and against any claims for such injury, theft, or damage.

Old West Days Committee:

The Old West Days Committee members work hard to ensure that Old West Days is run in a fair and consistent manner. The Old West Days committee and the City of Bluffdale are pleased to have you as a participant in our celebration. We look forward to your participation in years to come. Your input is always welcome as to how future events can be even more successful.

Contact information: Vendor Chair, Melissa Mayr, 715-441-3963