

## 2018 Silly Holiday Bazaar Vendor Handbook

The Silly Holiday Bazaar is a festive, indoor, holiday market where friends, families and vendors can have fun while making the most of the holiday spirit.

**2018 Dates:** December 7, 8 & 9 (Friday, Saturday & Sunday – mandatory participation on all dates)  
**Booth Price:** \$285.00 for a *roughly* 8x5 booth for 3 days  
**Location:** The Park City Marriott: 1895 Sidewinder Drive, Park City, UT 84060

**Silly Holiday Bazaar Rules and Regulations:** Payment and participation in the market indicates you have read and agree to the following. Please print a copy for your files.

### **Park Silly Sunday Market is a 501(c)3 Non Profit Organization**

Participation in the Silly Holiday Bazaar means you accept and agree to partner with all marketers in creating a fun, festive, No Trace Left Behind event. Vendors are responsible for removing their own trash from the event and leaving their space spotless. Vendors caught using hotel receptacles will be subject to a \$100 fine and participation in future events may be revoked without refund.

We look carefully for a broad range of products that will enhance the Market experience. The acceptance of each application requires approval of the applicant's merchandise and/or artists' work (this is a family event) by the directors. No payment is processed until an application is accepted.

1. Vendor set-up is on Friday from 1pm to 5pm.
  - Set up and display must be complete by 5:00 pm Friday.
  - Vendors who miss load in will forfeit their booth space for ALL market days. No Refunds.
  - Vendors are required to stay until close of the market EVERY day.
  - Vendor load out begins at 5pm Sunday.
2. Price, terms of sale, bartering etc. are between buyer and seller only. All sellers agree to abide by fair business practices.
3. Vendors may not sell any items not approved of or shown in their market application. Reselling products is especially sensitive and must be approved of in the application process. PSSM has the right to ask vendors to remove products.
4. Failure to contact the Market (435-659-7666) in the case of an emergency, if you are unable to make the market for any reason, or are unable to stay to the end of the day, will result in future denial of your participation in the Market. NO REFUNDS. We understand that problems arise and everyone cancels for reasons beyond their control. However, please understand there are NO EXCEPTIONS to this rule.
5. All vendors are required to collect sales tax from their customers and remit to the Utah Tax Commission.
  - This is accomplished through a Special Event Sales Tax Form; you cannot remit these taxes on your usual form. Any required sales tax collections and remittances are the sole responsibility of the sellers.
  - If you are accepted into the market and are subject to sales tax collection, the Utah Special Events State Sales Tax office will send you the form and/or instructions on how, where and when to collect tax. Please call or email them directly with any questions you may have. 801-297-6303 or [specialevent@utah.gov](mailto:specialevent@utah.gov)
6. Each designated vendor space consists of *roughly* (1) 8 ft. x 5 ft. area. Your base space rental fee does NOT include any display equipment. All signs, tables, chairs and booth display equipment are the sole responsibility of the vendor. Come prepared with multiple ideas of how to display – FLEXIBILITY IS KEY.
7. Canopies and pop-up structures are NOT permitted at this event.
8. Market Management has the authority to ask any vendors to remove themselves or any product not previously approved by management from the market.
9. Market Management reserves the right to move or reassign vendor locations to enhance or facilitate the market structure and/or safety as deemed necessary.
10. The PSSM Silly Holiday Bazaar and The Park City Marriott 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 PSSM Silly Holiday Bazaar, whether such injury, theft or damage occurred prior to, during, or after

the hours of operation of the PSSM Silly Holiday Bazaar. Seller further agrees to indemnify and hold harmless both the PSSM Silly Holiday Bazaar and The Park City Marriott 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 the PSSM Silly Holiday Bazaar, hereby agree to hold PSSM Silly Holiday Bazaar /or their representatives and/or Park City Marriott 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. (PSSM does not require this insurance. It is your decision if you would like this additional protection of your product. If you do not have liability insurance and need some help with this, call Richard Bolter at 435-654-0353 and tell him Park Silly Sunday Market referred you.)

11. The PSSM Silly Holiday Bazaar reserves the right to refuse participation to vendors who do not comply with market rules and regulations or do not meet market standards which include, but are not limited to, following all local, cities, state, and federal laws and regulations. Any vendor the market staff feels is not complying with the market rules may be asked to leave. NO REFUNDS. Acceptance into the PSSM Silly Holiday Bazaar means that you and your staff agree in no way to antagonize or mistreat another vendor, Silly Holiday Bazaar patron or PSSM staff member during the event. Should this occur, you understand that you will waive your rights as a vendor, that you shall be removed from property and that no refund shall be given.
12. PSSM Silly Holiday Bazaar fundraising: Please email [kate@parksillysundaymarket.com](mailto:kate@parksillysundaymarket.com) regarding any donations for our fundraising efforts and she will arrange to pick it up from your booth. This is a great way to promote your business!
13. Non-Discrimination Policy: The PSSM Silly Holiday Bazaar 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. Park Silly Sunday Market is an apolitical organization and does not allow promotion of any political party or individual within the Market boundaries.
14. There will be strict enforcement of all Market Rules & Regulations. Market Management reserves the right to refuse acceptance or deny continued participation of any vendor or product that is not in complete compliance with all Market Rules & Regulations.
15. As a zero waste market we ask that you limit distribution of pamphlets, business cards or promotional print of any kind. PLEASE ask patrons to sign up on an email/phone list to receive future information from your organization.

Thank you for reading the General Rules and Regulations. We look forward to seeing you at the market.

### **ART, CRAFT, IMPORT SPECIFIC RULES**

- You are required to collect special event sales tax and remit to Utah State Tax Commission. Please call or email them directly with any questions. Call 801-297-6303 or email [specialevent@utah.gov](mailto:specialevent@utah.gov).
- You may only sell items approved from your application.
- If you would like to sell additional items not originally listed on your application, you must submit a request with pictures to [michelle@parksillysundaymarket.com](mailto:michelle@parksillysundaymarket.com).

### **GOURMET FOODS**

- Gourmet food vendors that are offering samples must also get a temporary food safety permit. Please contact Summit County Health Department: Tel: 435-333-1510 or apply online: <https://permit.summitcountyhealth.org/permit/view/seasonal-temporary-facility>
- Food that is prepared and packaged off site is regulated by the Dept. of Agriculture. Please call for permits. Tel: 801-884-6874 or Email: [etaylor@utah.gov](mailto:etaylor@utah.gov)

## VENDOR CHECKLISTS

- Canopies and canopy frames are NOT allowed as we are inside; however, please feel free to decorate, but make sure all fabric is fire resistant or treated.
- Signage/Banner
- Stall Setup: tables, table covering, racks, shelves, rug or carpet under entire set-up, handcart for moving merchandise/equipment (hotel bellcarts are for room guests only – NOT for vendor load in/out).
- Bags: We prefer reusable or paper - plastic bags are not good for our planet.
- Display containers
- Water, snacks or meals
- Extension cords, power strips, duct tape
- Cash box and bank, calculator, credit card swipers or wireless devices and a good data plan.
- Paper, scissors, tape, pens, price tags, duct tape, **reusable** zip ties
- Trash can, broom – Pack it in / Pack it out.
- Bring Item for donation to Park Silly Sunday Market fundraiser (Not required.)

## GENERAL TIPS FOR SUCCESS

- Project a positive, festive, and upbeat attitude at all times.
- Keep a guest book to accumulate names and addresses for your e-mail or mailing list
- Mail or email a personalized flyer to your customers with a list of your upcoming dates at the market
- Be flexible and accommodating to your customers. Keep your promises for deliveries, special orders etc.
- Market yourself. You are your own best salesperson. Keep your display updated with new and exciting work. Greet your customers with a friendly smile-but give them space to browse.
- Display your name and prices.
- Proudly present YOUR STORY – buyers want to know your inspiration and process.
- Send your bio or interesting stories of being at the market along with photos of you creating art or selling in your booth: michelle@parksillysundaymarket.com
- Send high-resolution slides or photos for use in ads and media kits: michelle@parksillysundaymarket.com
- Take pride in your personal appearance. Don't be afraid to wear a silly costume or accessory – embrace the holiday spirit!
- Create a personal bond between the patron, your work, and yourself.
- Take responsibility for your own success. PSSM Silly Holiday Bazaar gives you the opportunity to participate in our event, but cannot guarantee your sales. That is up to you!
- Be kind to our staff and volunteers. If there is ever a problem contact a Park Silly Director immediately at 435-659-7666 or 435-714-4036.
- Smoking is strictly prohibited at this event – this includes e-cigarettes.

## SAFETY GUIDELINES

If there is ever a problem call a Park Silly team member immediately: 435-659-7666 or 435-714-4036.

### Lost Child:

Call a member of the PSSM team immediately: 435-659-7666 or 435-714-4036. We will supervise the child until parents/guardians arrive with proper i.d.

### Theft:

Call PSSM Staff immediately to file a report with Police: 435-659-7666.

### Serious Health Issues/Injury:

CALL 911 and then call PSSM Staff 435-659-7666.

### Special Events Sales Tax Rates:

See Special Event Tax Form, provided on Friday night.

We look forward to working with you at the Silly Holiday Bazaar – The Silly Team