



Westfest June 15-17, 2017

Centennial Park
5415 West 3100 South
West Valley City, Utah 84120

Crafters/Artisans/Hobbyist Booth Application

Name: _____ Main Telephone #: _____

Address: _____ Cell or Alternate #: _____

City: _____ Email Address: _____

State: _____ Zip Code: _____

Company Name: _____

Please list the items you plan to have displayed in your booth:

I understand that I can sell homemade crafts, hobby collections, original artwork, jewelry, woodwork, blown glass, pottery, children hands on games, etc., that are pre-approved by the Westfest committee. I agree to sell only merchandise, which is shown in the photos or clearly described that is a part of this application. I understand that submitting an application does not guarantee me a booth space at WestFest.

I have carefully read the attached rules, regulations, and guidelines and agree to abide by them.

Vendor Signature

Date

Send this application to: Attention: WestFest Retail Booth Chairman
 P.O. Box 701052
 West Valley City, UT 84120

Include the following:

1. A completed and signed application
2. Photographs with your application showing the products you will be selling. Please do not send slides or albums. A photo of your booth would be helpful.
3. A check, money order, or cashier's check in the amount of \$155.00 for a 10 x 10 Crafters/Artisans/Hobbyist Booth.
Written to: **Westfest 2017**

A separate check for the West Valley Business License. Fee of \$20.00.

Written to: **West Valley City** memo: **Temporary Business license**

Your check will be retained and not cashed until written notice has confirmed your acceptance. If your application is declined your check will be returned with a rejection letter and your photographs.

4. A signed copy of the rules and regulations document.

***Application deadline for WestFest committee to arrange booth assignment is June 8, 2017. Applications will be accepted until June 5, 2017, but there will be no guarantee of availability at the later date.**



WESTFEST 2017

INFORMATION, RULES and REGULATIONS

DATES & TIMES:

Thursday, June 15, 2017..... 5:00 p.m. to 11:00 p.m.
 Friday, June 16, 2017..... 5:00 p.m. to 11:00 p.m.
 Saturday, June 17, 2017..... 11:00 a.m. to 11:00 p.m.
 Sunday..... (Carnival Only)

FEES: (Includes **three** days, Thursday, Friday & Saturday.)

No food or drink will be permitted to be dispensed or given outside of the Food Vendor areas. Only 1 vendor will be allowed glow or lighted toys.	Crafters/Artisans/Hobbyist	Homemade crafts, hobby collections, original artwork, jewelry, woodwork, blown glass, pottery, children hands on games, be creative.	Booth Fee \$155.00	West Valley City Business License \$20.00	Combined Total: \$175.00 to be written on separate checks
	Home Businesses/Non Profit Organization	Commercial product sold from home. Beauty products, Candles, Jewelry, House wares, Games, Scrapbook Supplies, anything not homemade, etc.	Booth Fee \$280.00	West Valley City Business License \$20.00	Combined Total: \$300.00 to be written on separate checks
	Professional Services/Commercial Businesses	Banks, Telephone, Medical Services, Clothing, Books, Retail Businesses, etc.	Booth Fee \$580.00	West Valley City Business License \$20.00	Combined Total: \$600.00 to be written on separate checks

- ALL BOOTHS:** Will be a 10' X 10' METAL-FRAMED CANOPY-COVERED BOOTH, including vinyl sides and back, to will be provided by a Canopy/Tent Supplier and is included in your basic fee. 10' X 20' Booths available for an additional fee. **Vendors must supply their own props, table, chairs, lighting & equipment.** An electrical fee of \$15.00 has been included.
- A COMMERCIAL QUALITY SIGN** that identifies the booth occupant, product or purpose. Signs can be homemade.
- ALL BOOTH/EXHIBITOR** locations will be assigned by Westfest. The Westfest Committee reserves the right to reject any Booth Application and/or make booth assignment modifications as necessary, and/or revoke permission at any time. To keep type of booth offerings at appropriate mix, the Westfest Committee will try to keep a percentage of 50% minimum for the Crafters/Artisans Booths. 25 % maximum for the Home Business Booths. 25% maximum for the Professional/Commercial Booths. **NO SUB LEASING OR SHARING BOOTHS. ONLY VENDORS APPROVED BY THE WESTFEST COMMITTEE WILL BE ALLOWED.**
- A member of the **STATE TAX COMMISSION** will be in contact with Westfest Vendors to make sure that you are current with sales tax regulations and on file with them.
- NO SMOKING** is permitted in booths.
- BOOTH SUPPORTS MAY NOT BE REMOVED OR ALTERED** even if two or more connecting booths are used by the same vendor.
- MERCHANDISE** must be displayed without encroaching into any other vendor's booth space. Merchandise may not be displayed beyond three feet directly in front of the booth, nor be displayed at a height that would obstruct visual access to adjacent booths. **No food or drink will be permitted to be dispensed or given outside of the Food Vendor areas.** [Only one approved exclusive vendor will be allowed to sale or give out glow or lighted toy items. The Westfest committee has the right to ensure vendors remove unapproved products.]

8. **ALCOHOLIC BEVERAGES ARE ILLEGAL IN THE PARK.** Do not bring personal coolers containing any type of alcohol.
9. **NO PETS** will be allowed in the park.
10. **YOU WILL BE RESPONSIBLE FOR SECURITY** of your booth. You may sleep at the park if you wish; however, no tents or campers will be allowed on the lawn
11. **ONLY ITEMS AUTHORIZED** and specified on the booth application form will be allowed. Prior approval for each booth item is necessary and a preview of such items is required. **No food or drink product/items will be permitted to be dispensed or given outside of the Food Vendor areas.** [Only one approved exclusive vendor will be allowed to sale or give out glow or lighted toy items. The Westfest committee has the right to ensure vendors remove unapproved products.]
12. **ALL "GIVE AWAY" ITEMS** will be subject to Westfest committee's prior approval. **No raffles will be allowed.**
13. **PARTICIPANTS MAY BE ALLOWED** to drive vehicles on the lawn to facilitate booth set up no sooner than 2 hours prior to Festival start on Thursday, June 15th. They must be off the premises 30 minutes prior to the Festival start times. However, after that time, no vehicles will be permitted back on the lawn until 11:00 p.m., Saturday, June 17th (following the fireworks), for tear down.
14. **NO REFUNDS** will be given due to inclement weather conditions, noise attributed to the ongoing celebrations, dissatisfaction of booth location, or non-participation.
15. **NO OBSCENE OR DISTASTEFUL MERCHANDISE** will be permitted to be displayed. Westfest reserves the right to determine whether any merchandise being displayed is obscene or distasteful.
16. **UTAH TAX COMMISSION:** It is your responsibility to contact the Utah Tax Commission prior to the event. You will not be able to open your booth without compliance.

FOR QUESTIONS OR FURTHER INFORMATION, PLEASE CONTACT:
 CRAFTERS, ARTISANS, BUSINESS/EXHIBITOR RETAIL BOOTH CHAIRMAN
www.booths@westfest.org

Select The Appropriate Retail Vendor Booth Application To Fill Out. All Application And Fees Should Be Sent To:

**Attention: Westfest Retail Booth Chairman
 P.O. Box 701052
 West Valley City, UT 84120**

Include The Following:

1. The appropriate completed and signed application
2. Photographs with your application showing the products you will be selling. Please do not send slides or albums. A photo of your booth would be helpful in the selection process.
3. A check, money order, or cashier's check in the amount for the \$155.00 Retail Booth application fee for a 10 x 10 Retail Booth. Written to: **WestFest 2017**

A separate check for the West Valley Business License. Fee of \$20.00.

Written to: **West Valley City memo: Temporary Business license**

Applications will be accepted, starting in March 2017. All fees received will be deposited and securely held until written notice has confirmed WestFest 2017 Retail vendor acceptance.

Selection of Retail vendors will start posting on our web site by May 2017, at which time the committee will notify vendors who have been selected and approved. When an application is declined, the fees will be returned.

4. A signed copy of the rules and regulations document.

Westfest Retail Booths can accommodate approximately 38 (10x10) booth increments. Applications are judged by product, appearance, number of similar items, value and enjoyment of our patrons. **Vendors are not chosen on a first-come, first-serve basis.** Fees will be returned if a vendor is not selected.

***Application deadline for WestFest committee to arrange booth assignment is June 9, 2017. Applications will be accepted until all available retail booths are full; there will be no guarantee of availability at the later date.**