

# 2017 TWILIGHT CONCERT SERIES

## Craft Vendor Participation Guidelines

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Where: Pioneer Park, 300 West 400 South, Salt Lake City

Dates: Thursdays - July 20, 27, August 3, 10, 17, 24 & 31

Time: Set up begins at 1:00 p.m.  
Market opens at 5:00 p.m.  
Market closes at 10:00 p.m.

The craft market at the Twilight Concert Series offers an assortment of locally crafted goods from locally owned businesses. We have a partnership with **Craft Lake City DIY Festival**, who will work with Twilight staff to select and program the 2017 market. All craft vendor applications will be reviewed and selected by early June 2017.

***Please thoroughly read all of the information included in this document before filling out & submitting an application to ensure you can meet the necessary criteria to be considered.***

### The Following Information and Actions are Required:

- ✓ **EIN # (Employer Identification Number)**
- ✓ **Insurance Certificate** held by your business with SLC Corp and the Salt Lake City Arts Council as additionally insured in the amount of \$1,000,000. You can get this from your insurance company
- ✓ **Participation fee of \$50 per concert**
- ✓ **Business information:**
  - Short description of your food that will be put on the website
  - A picture of your truck/tent/trailer
  - Website & social media links
- ✓ **Electrical needs:** What you will be powering. Types of outlets. Pictures of outlets and equipment is very helpful to our electrician.

### **Social Media Promotion Requirement**

Each vendor agrees to cross promote the Twilight Concert Series by sharing and/or posting 1-2 messages per concert week highlighting the food market and event as a whole. Twilight Concert Series will be highlighting vendors in a random and weekly basis.

### **Craft Market Guidelines and Information**

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Craft Market Hours: 5:00 p.m. – 10:00 p.m.

1. All vendors must be up and running at 5:00 p.m.

## Sales/Other Info

1. To maintain the integrity of the Twilight Market and its focus on local businesses selling locally produced products, no sales of imported or mass produced items will be allowed. If you are found to be selling these type items you will be required to remove the items immediately.
2. Sales of anything other than what you originally applied to sell are not allowed. Any changes to your products must be approved in writing by SLCAC.
3. **Outside alcohol is not permitted on Festival grounds at any time.**
4. Problems with other vendors or issues in general should be discussed with Twilight staff immediately. It is considered bad conduct to complain about the Concert Series to other vendors or customers.
5. No sale of water, soda, or commercial candy is allowed.
6. **If you are unable to participate in any one of the concerts, please call the Market Manager at 801.596.5000, at least 24 hours in advance of the concert date.**

## Loading/Unloading and Parking

1. There is 1 loading zone located on 300 South mid-block between 300 West and 400 West. Vehicles may only be driven into the park before and after concert hours.
  - a. Set up begins at 1:00 p.m.
  - b. **All vendors will have a strict load in time.** With the amount of food & market vendors it will be very important that you are in at your specific time so that other vendors may load in around you. We will be sending out your load in time and load in area at the beginning of July.
  - c. **All vehicles must be out of the venue by 4:50 p.m. NO EXCEPTIONS**
2. The Twilight Concert Series is a ticketed event. You will be asked the names of your staff and they will be able to enter only at the staff/volunteer gate on 300 South. If they are not on the list you have provided they will have to buy a ticket and enter through the main gate.
3. The Twilight Concert Series does not provide parking for the vendors or their staff and will not pay for parking tickets.

## Space/Site Management

1. Your booth/truck/cart must fit within the allotted 10X10 space. No Exceptions.
2. All canopies and displays must be secure in case of sudden wind. Canopies must be weighted with sandbags or weights, weighing a minimum of 40 pounds per canopy leg. No Exceptions.
3. The location of your space from week to week should change very little. However, sometimes moves are necessary. Thank you in advance for your cooperation.

## Maintenance/Garbage/Recycling

1. Vendors are responsible for cleaning up their area.
2. Please exercise caution when using and disposing of any materials that could cause property damage. Excessive damage may result in fines.
3. Vendors are responsible for their own garbage. Trash & Recycling dumpsters will be provided in the back of house food vendor area.
4. You are responsible for all clean up in your area. Please exercise caution when using and disposing of any materials that could cause property damage.
5. Garbage cans are NOT to be moved from their location.
6. Vendors must bring their own garbage bags, and are responsible for bagging all refuse.

7. Dumpsters for cardboard, recyclables and trash will be provided in the back of house food vendor area.

#### Power

1. Limited electricity is available; with this agreement you can request up to 20 amps of power.
2. A fee will be charged for anyone who requires more than 20 amps of power.
3. Generators are NOT allowed.
4. Extension cords and all other power connections must be provided by vendor.
5. Please contact Michelle Stephen for specific questions or concerns about power.

#### Permits & Tax Info

1. Paying taxes is the responsibility of the vendor. Representatives from the Special Events Division of the Utah State Tax Commission will be at the first concert to issue Special Event Tax IDs. Contact the Utah State Tax Commission with additional questions about taxes.

The Twilight Concert Series will not be held responsible for any loss of vendor property by fire, theft, wind, storm, or any other cause. Vendors are responsible for any damages resulting from the preparation and sale of food and the vendor will hold the Salt Lake City Arts Council harmless.