

## **2024 Melon Days Vendor Information**

September 20-21, 2024

If you need more information, or for any questions or concerns, please reach out to Robin Hunt, Special Events Coordinator, at 435-820-0592 (please leave a message or send a text in order to ensure a response), or send an email to [rhunt@greenriverutah.com](mailto:rhunt@greenriverutah.com)

Priority for booth preference will go to local vendors (January 1st - February 1st) Vendor applications from non-locals will be accepted February 2nd - September 20th. Booth fees will increase after August 1, 2024. Vendors are selected based on merchandise, product quality, product variety, product appropriateness, and space availability. Prospective vendors must send an itemized list of merchandise along with the application. If two vendors sell similar items (ex. Kettle corn) it will be first come first serve.

Our Vendor Coordinator will contact vendors directly when their application has been approved for the event. *Until you are contacted, you are not approved.*

Booths are located within the O.K. Anderson Green River City Park. Booth spaces are large enough to accommodate sun canopies, which are recommended. You must provide all materials for your booth; we will not provide you with canopies, tables, etc. **Electricity is reserved for food vendors only.** If you are not a food vendor but will need electricity, please contact the Event Coordinator directly to get approval and correct booth placement. If you do NOT have approval directly from the Event Coordinator for electricity, you will not be allowed to plug in. Power is limited at the park, so spaces with power are limited.

### **ARTS/CRAFTS/PRODUCT VENDORS**

- Cost per space: \$70 January 1 - July 31. **\$80 after August 1.**
- Arts and Craft vending spaces are about 12' x 12' inside the park. No parking is available next to these spaces or around the park itself.
- With permission, vendors are allowed to drive a vehicle into the park to unload **BEFORE 10 am on Friday.** ***Vendors cannot drive onto the park to load until after the event. After dark, when the park is cleared.*** Walkways must not be blocked with items for sale.
- Vendors requiring more than 12' of space must purchase a second space.
- Arts and Craft vendors are not allowed to have cash registers or fans, unless operating from your own quiet generator.
- Selling hours – Friday: 12 pm - 7pm; Saturday 8 am - 7pm. **Booths may not be dismantled until after 7 pm on Saturday.**

- **Vendors may park around the park to unload and load vehicles, however, you must move your vehicle when finished. Ample long-term parking is within easy walking distance of the park.**

## FOOD VENDORS

- Cost per space: \$100 between January 1 - July 31. **\$125 after August 1.**
- Food vending spaces are 12' x 20'. *If you need more space, please reach out to Robin Hunt directly to confirm approval for use of additional space.*
- Maximum two 10-amp plugs per vendor. If more power is required you must provide a QUIET generator, call if you have questions about this.
- You must provide hand sanitizer for the public at your booth.
- You must possess a current food handler's permit from the State Board of Health. Please submit a copy of your permit with your application.
- You must provide proof of valid insurance. Please submit proof of insurance with your application.
- If you have a roadside booth, you may park vehicles by your space to access food supplies, ice chests, etc.
- If you sell food from a trailer that must be pulled into the park, contact the event coordinator. These must be positioned on Thursday evening or early on Friday morning.
- Food vendors are not allowed to have cash registers or fans, unless they have their own quiet generator
- Selling hours – Friday: 12 pm - 7pm; Saturday 8 am - 7pm. Booths may **not** be dismantled until **after 7 pm** on Saturday.
- **The sale of beer or alcohol is prohibited.**

## CHECK IN

The check-in booth is in the southeast corner of the city park near the basketball court. You can check-in on Thursday from 4:00 pm to 7:00 pm, or on Friday from 8:00 am – 12:00 pm. *Both returning and new vendors may set up booths only **after** check-in.*

## GARBAGE

Garbage must be disposed of in the eight large bins around the perimeter of the park. **Do not use the garbage cans in the interior of the park for these items.** If your space is not cleaned up before leaving you will not be invited back.

## BANNED ITEMS

- Fart, gas, or bag bombs
- Yard sale or flea market items (re-purposed or up-cycled items must be approved. Enclose photos with vendor application.)
- Knives, guns, letter openers, mini daggers, drug related items, weapons, sharp objects, or gang-related items
- Fake cigarette lighters, fake gum wrappers, fake pens, etc.

We reserve the right to inspect any and all items brought onto the park to be sold and to refuse the sale of items. Items deemed unsafe or that cause complaints will not be sold. Anyone not in compliance with the above will be asked to leave. Refusal may lead to the involvement of the Emery County Sheriff's Department.

## INSURANCE/BUSINESS LICENSES

**Providing proof of liability insurance is required. The City of Green River must be listed as secondary insured. This insurance is REQUIRED for ALL Vendors.**

Insurance companies who specialize in vendor insurance we have found are; [actinsurance.com](http://actinsurance.com), and [fastcov.com](http://fastcov.com), and <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx> or contact your insurance agent. (If you don't already have event insurance you can obtain it after you are accepted as a vendor for Melon Days, however we must receive your certificate of insurance within two weeks of being accepted or your space will be given to someone else.)

You will be given a temporary sales tax license when you check in that must be filled out and returned to the Utah State Tax commission after the event. Vendors are not required to have a business license through the City of Green River.

## PAYMENT

Payment must be included with the application. We accept money orders or cashier's check payable to the City of Green River, or you can arrange to pay by credit card. Or you may VENMO @green-river-events-1 (picture of watermelons) You can purchase online with a credit card at melon-days.com. No personal checks accepted. Save your receipt. If you are not accepted your money order/cashier's check will be returned.

## CANCELLATIONS

*Cancellations must be made by August 1st for consideration of a refund.* You may not sell your space to another vendor. This is a rain or shine event; no refunds will be given in the event of rain.

## SOLICITING/DISTRIBUTING

Soliciting/distribution of materials or products outside of vendor space is not allowed. Vendors are not allowed to move their vendor space. Information and giveaways will only be allowed with written permission from the Melon Days Committee.

## NON-DISCRIMINATION

The Melon Days Committee does not discriminate on the basis of race, gender, nationality, ethnicity, sex, religion, or disability.

## TRADEMARKS/LOGOS

The Melon Days artwork or name of Melon Days may not be used without written authorization from the Melon Days Committee.