

2022 Roy Days Vendors: Aug 5th-Aug 6th

General Information for Vendor Booths

This information is provided to assist groups and individuals that are interested in having a vendor booth at the Roy Days 2022 Celebration: Friday, August 5th & Saturday, August 6th at Roy West Park, 2900 West 4650 South, Roy UT 84067.

Sponsors: Proceeds from vendor booth space will be donated to Roy High School.

Vendor Competition: It is our intent to limit direct competition for similar products and services. No attempt will be made to limit the number of educational, informational, or public service booths. Beverages sold by food vendors will not be limited. Please be aware that every vendor must complete the application process and does not automatically have reserved spot. Apply early, as this event sells out every year!

***Applications will be taken online starting at 8:00am on April 1st, 2022 at www.roydays.info**

General Expectations: Roy Days is a civic and family celebration of Roy City. All booths should be in good taste and reflect the community spirit of Roy. All vendors are expected to provide a good value product or service. Please be thoughtful of the public; nothing suggestive or vulgar will be allowed, shirts and shorts must be worn at all times and all booths must be kept clean. No weapons, illegal substances, or alcoholic beverages will be allowed in the park area or at your booth.

Overnight Security: Roy City Police will be on site 24/7 for both days and overnight. Roy City and Roy High School are not responsible for your merchandise. You may leave your tables, chairs and canopy/tent (lowered down and staked) at your own risk. Please be back early enough in the morning to set up. On Saturday, 1900 West as far north as 4000 South to as far south as 5300 South will be shut down by 8:30 AM for the Roy Days Parade. You can use 3500 West as an alternative route.

Licenses & Permits: Vendors are required to obtain and have in their possession, any licenses or permits required by Weber County, and/or the State of Utah. This includes food handler permits and temporary event food permits from Weber-Morgan Health Dept. (801-399-7160 or webermorganhealth.org). Business licenses will **not** be required by Roy City on these days. If you are required to collect sales tax please do so as require by the Utah State Tax Commission. It is the responsibility of each vendor to contact either the Weber-Morgan Health Dept. (801-399-7160 or webermorganhealth.org) or Utah State Tax Commission (Special Events Unit 1-800-662-4335 or tax.utah.gov/sales) if you have any questions.

*Neither the Friday & Saturday Organizers, nor Roy City/Roy High School will be held responsible if you are not in compliance with local and state laws. No refunds of booth fees will be made if you are closed due to non-compliance.

Booth Assignments: 12'x12' or up to 12'x24' booth spaces will be assigned based on payment, availability of power, applicant's stated requests, type of booth and/or first come, first served basis. Please indicate on your application if you have a trailer.

*****All booth materials (tables, chairs, awnings, canopies, umbrellas, extension cords, etc.) must be furnished by the Vendor.**

Electrical Power: Electricity is available at the park for a limited number of booths. Applications must indicate if you need power at your booth. Only food vendors' registrations include ONE 20-amp GFI circuit. Non-Food and Non-Profit vendors do not have power included. 20-amp GFI outlets are available for purchase on a first come, first served basis. The cost is \$25 each and your request MUST be included in your application. You must supply your own extension cords and power strips. The power distribution boxes may be as far as 50 feet from your booth. Please bring adequate cordage to meet this requirement. Extension cords need to be at least one size larger than the line cord for the appliance to be powered.

Vendors with freezers and/or roasters- You **must** be specific on the online application about ALL of your electrical needs. Certain appliances pull so many amps that they consistently trip available breakers and create problems for neighboring vendors. Therefore, it is extremely important for you to provide us with all your electrical needs so we can make sure we have enough power for all vendors.

Liability: Roy City and Roy High School will **NOT** be liable for any theft, accident, or injury that occurs while setting up, operating, and/or breaking down booths. As per Weber County/Roy City Code, **ALL vendor canopies/tents must be staked and weighted down with a minimum weight of 40lbs on each leg.** We urge you to protect your vendor operation and property by obtaining insurance.

Online Application: Apply online **EARLY** to reserve a spot and receive the best space possible. You must fill out the online application completely with your updated contact information and a **complete** description of your booth activities. All types of products/services must be listed to avoid direct duplication. **You will only be allowed to sell items listed on the online application!**

Vendor Parking: ADDITIONAL VENDOR PARKING is located in the Roy West Park northeast parking lot, by the volleyball courts. First come, first served. Vendor Parking Permit is required for entry. (One permit is provided for each vendor up check-in.) All other vendors will need to park in the overflow/vendor parking area located at: 2449 West 4000 South Roy, Utah 84067. Vehicles/trailers may be used to drop off and pick up needed equipment and merchandise; however absolutely **NO** vehicles will be allowed during operating hours in the assigned vendor booth area. Once booths are set up during the designated times below, all vehicles will need to park in the overflow/vendor parking area. In addition, no vehicles will be allowed into the booth areas until the designated leave times below- No Exceptions! This has been a public safety issue in past years, so Roy City Police will be on-site to enforce proper vendor parking/drop-offs.

****Covid-19:** *All vendors and participants in Roy Days 2022 recognize and acknowledge the unique nature of the Covid 19 pandemic. Due to the unpredictable nature of the Covid 19 pandemic and possible public health related restrictions, all participating parties hereby waive and release Roy City, Roy High School and their employees, elected officials, managers, and volunteers from any claim, loss, reimbursement or penalties as a result of a Covid 19 related decision to delay, cancel, or change any Roy Days function, activity, or the celebration in total.*

Setup/Leave Times:

- ✓ **Date:** August 5th - August 6th
- ✓ **Start Times:** Friday, August 5th at 5:00 PM and Saturday, August 6th at 11:00 AM
- ✓ **Friday set up and leave times:** Set-Up Time- 12:00 PM to 2:00 PM for trailers and 2:00 PM to 4:00 PM for non-trailers.
Drivable food/vendor trucks are ok to come at either slot time. The earlier, the better during your designated time slot! Trailers need to be set up by 2:00 PM- otherwise we won't be able to get you in!
Leave time on Friday: 8:30 PM
- ✓ **Saturday set up and leave times:** Set-Up Time- 7:00 AM to 8:00 AM for trailers and 8:00 AM to 9:00 AM for non-trailers
Drivable food/vendor trucks are ok to come at either slot time.
Leave time: 30 min after fireworks show ends.
- ✓ **Location:** Roy West Park, 2900 West 4650 South, Roy Utah

Contact Information:

Mike Puzey (801) 391-8563 – text preferred

Whitney Eames (801) 774-1048

roydaysvendors@gmail.com