



## VENDOR RULES

Event: \_\_\_\_\_

Organizer: \_\_\_\_\_

Date: \_\_\_\_\_

### **CHECK IN WITH THE VENDOR COORDINATOR WHEN YOU ARRIVE FOR EVERY SHOW.**

Vendor Coordination contact:

#### **Vendor Load In:**

- Vendors must use local street parking.
- Load in/out: Use trucks and trailers to load in your vendor space. Note navigation challenges with other vendors and facility assets (road closures, canopies, etc)
- Driving on the Plaza grounds will NOT be permitted.
- All teardrop flags (and similar items) need to be weighted with 25lbs.
- Vendors are not allowed to use tape of any kind on the walls, art, or the poles.
- All items must be removed at close of event. Failure to do so may lead to a cleaning fee.

#### **Canopy Use**

- All vendors that use canopies are **REQUIRED TO WEIGHT EVERY LEG** of your canopy. This is very important for the safety of our guests! Water/Sand fillable containers, sandbags, [canopy weights](#) can be used. Weights must be **25lbs each** and clearly marked to not be a tripping hazard. Canopies cannot be 'tied' to poles or fencing, they must be individually weighted. No weights will be provided. Canopies without weights will be required to be taken down. All teardrop flags (and similar items) need to be weighted 25lbs.
- Excessive winds measuring 35MPH will require canopies to be removed. See Ogden City Weather Policy.

#### **Food Vendors**

- **Must bring thick tarps or plywood to place under equipment that drips grease** or other substances that can harm or stain the pavement. Each vendor is responsible for any cleanup/damages. If damage occurs, your organization may be invoiced for all fees required to replace or repair.
- Prepared food vendors are responsible to obtain a Temporary Food Service Permit from Weber Morgan Health Department.

#### **Power and Electricity**

- If you require power, each vendor should plan to bring it. The outdoor power plugs are unpredictable. Many circuits are 10amps. Please bring 100ft. heavy duty extension cords and/or generators for back up. Please be patient with facility staff and volunteers.

#### **Additional Information**

Absolutely **NO ALCOHOL** can be brought into the venue. **THIS IS NONNEGOTIABLE**. Violators will be reported to DABS and may be asked to leave.

We expect all vendors to move out of The Dumke Arts Plaza on single day shows. Note: Ogden City is not responsible for damage or loss of property.

Please be respectful of The Dumke Arts Plaza staff and other vendors around you, clean up your vendor space in a timely manner so everyone can exit the venue at a reasonable time.

**Ogden City does not provide canopies, weights, tables, or chairs for vendors, unless arranged by Lessee.**

Note: Rules and information is subject to update at any time. New acknowledgement will be required.

#### **Vendor Acknowledgement**

I certify that I have.. reviewed the \_\_\_\_\_ Vendor Rules. I understand and agree to all The Dumke Arts Plaza Vendor. I further acknowledge that the Ogden Arts, Culture, and Events team has the authority to revoke or restrict vendor participation for unsafe or non-compliant conditions for this and future events.

Name \_\_\_\_\_ Title\_\_\_\_\_

Name of Business\_\_\_\_\_

Authorized Signature (18 & Over) \_\_\_\_\_ Date\_\_\_\_\_