

# 2024 Roy Days

## Vendor Booth Information, Rules, & Conditions of Use

### Event Details

#### **Saturday, August 3- Super Saturday (Vendor Booths)**

**Location:** George Wahlen Park, 4200 S 2175 W  
Southeast Upper Football Field

#### **Set-Up Time\*:**

Friday, August 2

- 4:00pm to 6:00pm for trailers
- 6:00pm to 8:00pm for non-trailers

Saturday, August 3\*\*

- 7:00am to 8:00am for trailers
- 8:00am to 9:00am for non-trailers

\*Drivable food/vendor trucks may set-up at either slot time.

It is highly encouraged for vendors to set-up as much as possible on Friday. Roy City Police Department will provide overnight security Friday evening through Saturday morning.

\*\*On Saturday, 1900 West as far north as 4000 South to as far south as 5300 South will be shut down by 8:30am for the Roy Days Parade. It is recommended to use 3500 West/Midland Drive as an alternative route to access George Wahlen Park.

**Event Time/Vendor Operating Hours:** 11:00am-9:00pm

**Event Take-down:** 9:30pm

**Event Contact:** Mike & Michelle Puzey  
801-391-8563 (text preferred)  
[roydaysvendors@gmail.com](mailto:roydaysvendors@gmail.com)

### Application Process

#### **Vendor Booth Application Process**

**General Applications:** April 1-July 14 (or until full)

#### **Application Fee:**

- Food: \$220 (includes one 20-amp power outlet)
- Non-Food: \$120 (does not include power)
- Non-Profit: \$70 (does not include power)
- Power Outlet: \$25 (includes one 20-amp outlet)

**Where to Apply:** [www.royrecreation.com](http://www.royrecreation.com)

### General Information

**Vendor Competition:** The Roy Days Committee reserves the right to limit direct competition for main items of similar products and services. No attempt will be made to limit the number of educational, informational, or public service booths.

**Online Applications** Only completed applications will be accepted, including a detailed list of booth activities (including merchandise sales). All types of products/services must be listed to avoid direct duplication. Vendors may only sell approved items listed on the application.

**Waiting List:** Vendors not selected will be placed on a waiting list and contacted if/when booth slots become available. Vendors placed on the waiting list will receive a full refund of all fees paid.

**Refunds/Cancellations:** Full refunds will be issued to vendors who cancel on or before July 15, 2024. No refunds will be issued for cancellations after July 15.

**Vendor Booth Area:** Vendor booths are a 12' x 12' space. (Exception: Food Trucks/Trailers must provide exact dimensions). All booth materials (tables, chairs, awnings, canopies, umbrellas, extension cords, canopy leg weights, fans, garbage bags, etc.) must be furnished by the vendor.

**Booth Assignments:** Vendor placement will be at the sole discretion of the Roy Days Committee/Roy Days Vendor Booth Coordinators. Considerations for vendor booth placement include application date, power requirements, and booth type.

**Overnight Security:** Roy City Police Department will provide overnight security Friday evening through Saturday morning. However, vendors assume liability for any loss as the City and Roy High School does not warrant against any loss or damage and vendor agrees to release the City and Roy High School for any liability thereof. If canopy/tents are left overnight, they must be lowered with legs weighted (minimum of 40lbs per leg).

**Electrical Power:** All food booths and those vendors who purchased power will receive one 20-amp GFI outlet. Vendors must supply their own extension cords and power strips. Power distribution boxes may be as far as 100 feet from some booths. Gas generators will not be allowed in the vendor booth area. Generators may be allowed in designated spaces in food trucks with prior approval from the Vendor Booth Coordinators.

**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 anchored and weighted down with a minimum weight of 40lbs on each leg. The Roy Days Committee urges you to protect your vendor operation and property by obtaining event insurance.

## Vendor Booth Rules

**General Expectations:** Roy Days is a civic and family celebration of the Roy City Community. 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. 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.

**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 [www.webermorganhealth.org](http://www.webermorganhealth.org)). Business licenses will not be required by Roy City for Roy Days Events. All taxes should be collected as required by the Utah State Tax Commission. The Utah State Sales Tax form will be provided at vendor check-in. It is the responsibility of each vendor to contact either the Weber-Morgan Health Dept. (801-399-7160 or [www.webermorganhealth.org](http://www.webermorganhealth.org)) or the Utah State Tax Commission (Special Events Unit 1-800-662-4335 or [www.tax.utah.gov/sales](http://www.tax.utah.gov/sales)) for questions or additional information.

\*Neither Roy Days Vendors Organizers, nor Roy City/Roy High School will be held responsible for vendors that are not in compliance with local and state laws. No refunds for booths that are closed due to non-compliance.

**Booth Safety:** All vendors shall ensure that all tents and structures are assembled and anchored in such a manner to be safe for vendors, employees, and visitors. Vendors shall supply their own grounded extension cord (good condition without repairs) and ensure its safe placement. Due to underground power and irrigation lines, canopy anchor stakes longer than 6" are prohibited. The use of alternative anchoring systems, such as water barrels or weights (40lb minimum) is recommended. Vendors shall monitor weather conditions and be prepared for conditions that might warrant additional anchoring of structures or materials to prevent additional hazards due to unusual weather conditions.

**Public Safety:** Vendors are responsible to be aware of and comply with all Federal, State, and City laws and regulations. Be aware that rental of this space does not allow for any violation of City or State law relating to alcohol, smoking, noise, sight, smell, nuisance, or other similar conditions.

**Vendors with freezers and/or roasters:** Vendors must be specific on the online application about all electrical needs. Certain appliances have power requirements that may trip available breakers.

**Waste Material:** Vendor agrees to clean up all waste materials (grease, salt, wastewater, trash, etc.). Roy City will provide grey waste buckets to dispose of waste materials. Disposal of these waste materials in the grass, sidewalks, gutters, or storm drains, etc. is strictly prohibited. Offenders will be subject to a \$150.00 fine and possible further legal action.

**Parking:** Vendors are responsible to park all vehicles legally and in designated event parking areas. Roy City does not provide dedicated vendor parking. Vehicles/trailers are allowed for drop-off/clean-up of booths, but only during the pre and post operation times. It is vital that vendors arrive at the designated set-up time. Vendor vehicles will not be allowed in the vendor area during operating hours. For assistance during operating hours, visit the Vendor Information/RHS Athletics Booth.

**Contact Information:**

Michelle and Mike Puzey- Roy Days Vendor Coordinators

Cell: 801-391-8563 (text preferred)

Email: [roydaysvendors@gmail.com](mailto:roydaysvendors@gmail.com)

**Indemnification:** We the undersigned, in exchange of good and valuable consideration, receipt of which is hereby acknowledged, including the use of Roy City property, agree to indemnify Roy City, its officers, officials, employees, agents, and volunteers against any claim of any kind relating to this event, including any and all claims regarding the use of any equipment and/or toys employed for the undersigned's use on City property. The undersigned will limit use of equipment and toys to those invited and authorized by the undersigned to participate in these activities.

**Signing below indicates you have read, understand, and are willing to comply with these conditions of use. Failure to comply with these conditions of use, or failure to comply with Roy City/Roy High School staff directions during the event will result in the closure of your booth, no refund of rental fees, and possible removal from City property.**

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**Vendor Name**

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**Vendor Signature**

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**Date**

## Vendor Booth Checklist

- Obtain all necessary licenses/permits required by Weber County and the State of Utah
  - Food Handlers
  - Temporary Event Food Permits
  - Utah State Tax Commission

\*\*\*Don't know what permits you need? Visit [www.webermorganhealth.org](http://www.webermorganhealth.org) and/or [www.tax.utha.gov/sale](http://www.tax.utha.gov/sale)

- Set-up during designated time
  - Friday, August 2
    - 4:00pm to 6:00pm for trailers
    - 6:00pm to 8:00pm for non-trailers
  - Saturday, August 3
    - 7:00am to 8:00am for trailers
    - 8:00am to 9:00am for non-trailers

- Set-up all booth materials

Suggested booth materials include:

- Canopy (with leg weights)
  - All canopy legs must be weighted down with a minimum of 40-pound weights on each leg
- Tables
- Chairs
- Awnings
- Canopies
- Umbrellas
- Extension cords
- Fans
- Garbage bags
- Etc.