



Helper Saturday Vibes (HSV) Vendor Handbook

Our Mission: To be an inclusive, eco-friendly open-air market and community forum, creating a place where people can come together on Helper's Historic Main Street. To support local businesses, to celebrate art and music, and to engage with our distinctive and diverse community. Our goal is to promote opportunities for community members, artists, musicians, and nonprofits to gather in the spirit of celebration and connectedness.

Participation in the HSV means you accept and agree to a certain degree of good vibes and agree to partner with all marketers in creating a fun, friendly, leave no trace, zero-waste event. By submitting your application, you agree to support and adhere to all market rules and regulations.

Vendors are responsible for removing their own trash from the event and leaving their space spotless. Trash, recycling, and composting facilities will be provided for event attendees.

APPLICATIONS:

- All vendors are required to complete the online application. A \$15 non-refundable, annual, application fee must be paid before your application is reviewed.
- If a vendor is invited to join us for selected market dates they will be sent an invoice for all market fees; application status will only be marked '*approved*' once all fees are paid in full.
- Space in the market is sold on a first-paid basis; please keep in mind that space may sell out between the time a vendor is invoiced and when they make their payment. NO REFUNDS for cancellations, changes and/or no-shows. *no special exceptions
- Vendors are required to provide AT LEAST 72 hours advance notice if they will not attend a scheduled event date. Notice must be sent **via email to vendors@helpervibes.com** prior to 5pm the Wednesday before the scheduled event date. Failure to provide required notice may result in an additional \$50 fee, which is required to be paid prior to load-in on the next market date. Late arrivals and early departures are subject to the same fee.

MERCHANDISE:

- Reselling products is especially sensitive and must be approved in the application process – only vendors of type IMPORTER will be permitted to sell such merchandise.
- HSV has the right to ask vendors to add, remove, or rearrange products from their booth at any time without refund or adjustment to booth fees.
- We do not provide or guarantee exclusivity for any vendor and/or merchandise/product types

SALES TAX:

- All vendors, with the exception of farmers that sell *only* freshly grown produce/plants grown by them, are required to collect sales tax from their customers and remit the sales tax to the Utah State Tax Commission. This is accomplished through a Special Event Sales Tax Form. (You cannot remit these taxes on your usual form.)
- Sales tax collections and remittances are the sole responsibility of the sellers. If you are accepted into the market and are subject to sales tax collection, the form will be mailed to you by the Utah Special Events State Sales Tax Office after the HSV season has ended.
- If you do not receive the proper forms or have tax questions, contact the Special Event department directly at specialevent@utah.gov or 801-297-6303

OPERATIONS:

- The Helper Saturday Vibes event operates on scheduled dates RAIN or SHINE, SNOW or WIND; NO REFUNDS for cancellations or no-shows and fines as outlined above will be charged.
- LOAD-IN: Vendor set-up begins promptly at 3:30pm with the ONLY access at 45 S Main Street, Helper, UT 84526 (Post Office/North end of the venue). Access ends at 4:30 pm - no vehicles will be allowed onto Main St. after this time. All cars must be out of the venue by 4:45 pm.
 - Check-in with Vendor Manager at 45 S. Main St. (Post Office/North end of the venue) to confirm booth assignment, starting at 3:30pm or at your scheduled arrival time. **you will be notified of a scheduled arrival time, if required.
 - Drive to your assigned space. Your space will always be to the south of the numbered stall. Pull to the curb to unload, leaving a clear lane for other vehicles to move past you. **Vendors with OVERSIZED VEHICLES or TRAILERS should be on-site for load-in no later than 3:30pm so as not to interfere with traffic flow and neighboring booths.**
 - Quickly unload equipment/merchandise to the sidewalk and remove your vehicle from Main St. immediately – **DO NOT begin set-up until your vehicle has been removed from the venue.**
 - Park vehicles in designated vendor parking areas (see below) and return by foot to your space to continue with the booth set up.
- **VENDOR PARKING** is located at the empty lot adjacent to St. Anthony of Padua Catholic Church (5 S. Main St.)
- A \$50 LATE ARRIVAL FEE will apply for any vendor that has not checked in with the Vendor Coordinator by 4:30pm. *no special exceptions
- Setup and display must be completed by 4:45 p.m. Market opens at 5pm!
- Vendors are required to leave booths set up and on display until the event closes at 10:30pm – again, rain or shine or snow. (Light packing* to begin no earlier than 10pm)
**Light packing consists of consolidating and organizing small or unused items. All large items such as canopies and tables must remain set up until 10:30 pm.*
- CLOSE OF MARKET procedure:
 - Vendors must stop selling at 10:30pm
 - Breakdown canopy & displays and move all equipment/merchandise to the sidewalk so that a vehicle can be pulled up to the curb.
 - Vendor vehicle access is not allowed until 10:30 pm (see LOAD-OUT procedures).
- LOAD-OUT procedure:
 - Main Street will be opened no earlier than 10:30pm to vendor vehicles, when HSV staff determines it is safe and vendors have broken down their booths to create sufficient passage for vehicles and room for active loading on the curbs.
 - Load in from the North, Load out from the South.
 - Vendors may not wait in line for Main St. to re-open – all traffic must continue moving so as not to block traffic or cause fire lane and public safety issues.
 - **DO NOT drive into the venue until your booth and merchandise has been removed from the street and is ready for loading.**
 - Always drive slowly and cautiously, follow all traffic laws – BE PATIENT.
 - Vendors are required to carry out their own trash as part of our zero-waste efforts. Any trash/litter that is left and/or not properly disposed of will result in a \$50 LITTER FINE.
 - Vendors agree to help educate our attendees on our zero-waste efforts by pointing out zero-waste stations, encouraging our attendees to use them, and by setting an EXCELLENT example. **PLASTIC bags and single use plastic bottles are NOT PERMITTED at HSV.** Vendors may provide paper bags or reusable bags for customers.
 - Price, terms of sale, bartering etc. are between buyer and seller only. All sellers agree to abide by fair business practices. HSV makes no guarantees of sales/revenues to any vendor

FOOD VENDORS:

- Food vendors offering items intended for on-site consumption and/or samples are required to be in compliance with the Carbon County Health Department & must obtain a TEMPORARY FOOD PERMIT for participation at HSV. Approved vendors can apply for a Temporary Food Permit (contact Kirt Jensen: 435-637-3671).
- Food that is prepared and packaged off site (and NOT offered for sampling) is regulated by the Dept. of Agriculture: [CLICK HERE for UDA Website](#)
- All permits must be displayed in your booth or you will not be allowed to offer prepared or sampled foods on site.
- Food Vendors preparing items with the use of propane and/or electricity must be pre-approved in the application process. Space is limited. Additional fees may apply.
- Propane cooking equipment must be 5 ft. from the public and 5 ft. from both your & your neighbors' canopies or structure and be secured with caution tape. HSV has allowed for these space requirements in your placement.
- All service items must be recyclable/compostable.
 - **No Styrofoam.**
 - **No plastic swords, toothpicks or umbrellas.**
 - **No individual ketchup or other condiment packets.**
 - **No plastic straws.**
 - **No single-use plastic (bottled water).**
- Canned drinks are permitted and encouraged! (NO single-use of plastic or glass bottles).
- Vendors MAY NOT SELL single use plastic water bottles. FREE WATER is offered by HSV at the information booth. Vendors are encouraged to sell canned or boxed water.

BOOTH SET UP:

- All equipment needed, including canopies/umbrellas, umbrella stands & base weights, tables/chairs, power cords and items are the sole responsibility of the vendor. **No equipment is provided by HSV.**
- Spaces are 10 x 10 ft. in size on asphalt street surface. Space dimensions are monitored and vendors are not permitted to set up merchandise outside the dimension of the booth space they are assigned.
- Canopies and umbrellas are acceptable for use, assuming they fit within the 10x10 space. **A 50 lb. base weight is MANDATORY for EACH LEG of your canopy**, and will be checked upon arrival. Weight requirements are double if you have side-walls on your canopy. Vendors that do not have proper weights will not be permitted to use their canopy. Weights must be secured/tied to the top of each leg.
- Vendors are NOT permitted to play music in their booths or create any type of disturbance that is audible in an adjacent booth.
- Outside alcohol is not permitted anywhere in the event venue.
- HSV Staff reserves the right to move or reassign vendor locations to enhance or facilitate the event structure and/or safety as deemed necessary. **Booth requests and assignments are never guaranteed and subject to change without notice/refunds.**

ELECTRICAL:

- A limited number of spaces are available with access to electricity, which must be requested and approved in the application process (be sure to select Electricity on your application – an additional \$25 ELECTRICITY FEE will apply)
- For those vendors who applied, paid, and are approved for electricity, you will be provided access to ONE outlet with a **MAXIMUM DRAW of 1800 WATTS**. This is non-negotiable and additional wattage will not be permitted, NO REFUNDS.
- Power cords are NOT provided and are the sole responsibility of the vendor. If you have been approved and paid for electrical, we recommend bringing:
 - Minimum 75-foot-long cord
 - Designed for outdoor use
 - 16 Amp rating
 - 10 wire gauge (the lower the number the better)
 - Rugs to cover your cords where it crosses pedestrian walkways.
 - Generators are NOT permitted at the event, with the exception of approved food trucks.

INSURANCE:

- The Helper Saturday Vibes market and Helper City Municipal Corp. are not liable for any injury, theft, or damage to either the buyer or the seller or their property, arising out of or pertaining to preparation for or participation in Helper Saturday Vibes; whether such injury, theft or damage occurred prior to, during, or after the hours of operation of Helper Saturday Vibes. Seller further agrees to indemnify and hold harmless both Helper Saturday Vibes and Helper City Municipal Corp for and against any and all claims for such injury, theft and/or damages. Seller assumes full liability for their vehicles, structures, fixtures and the product(s) they market or sell and, by participation in Helper Saturday Vibes, hereby agree to hold Helper Saturday Vibes/ their representatives and/or Helper City Municipal Corp. and/or their representatives harmless against any and all claims such as but not limited to: injury, theft, or damage by any buyer, seller, or other persons resulting from or pertaining to the use, consumption, marketing tactics, display, negligence, or disposition of seller's products, vehicles, fixtures, or structures.

OTHER:

- HSV Staff has the authority to ask any vendor to remove himself/herself and/or any product from the market and reserves the right to refuse acceptance, participation, and continued participation (without refund) to any vendors who do not comply with market rules and regulations and/or do not meet market standards which include, but are not limited to: all local, city, state, and federal laws and market rules & regulations.

FEE SCHEDULE:

- Mandatory application fee: \$15.00
- Booth fee per Saturday per 10x10 space (exception of food trucks):
 - Artist/Crafter/Designer/Jewelry/Snack or Gourmet Food/Service Vendor: \$50.00
 - Nonprofit/Farmer: \$15.00
 - Food Truck \$100.00
- Cancellation fee (Less than 72 hour notice provided): \$50.00
- Late arrival or early departure fee: \$50.00
- Electricity fee- (Not applicable to Food Truck vendors): \$25.00
**electricity must be approved by vendor manager and is subject to availability*
- Litter/waste fine: \$50.00

By applying to and participating in the market, vendors agree to all rules & regulations outlined above and the following policies:

Non-Discrimination Policy:

Helper Saturday Vibes prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Helper Saturday Vibes is an apolitical organization and does not allow promotion of any political party or individual within HSV boundaries.

Commitment to Good Vibes:

In no way will my staff or I antagonize or mistreat another vendor or event patron or HSV Staff Member during the event. Should this occur, I understand that I have waived my rights as a vendor, shall be removed from property and no refund shall be given.