



Cinco De Mayo

Marshall White Center • Ogden, Utah

Vendor Registration Form

Saturday, May 2, 2020

Description of Event:

- Outdoor Festival at the Marshall White Center in Ogden, Utah
- Saturday, May 2nd, 2020; 12:00 p.m. until 5:00 p.m.
- Free Admission to the public. Kid's games

Event Information and Requirements: *Please read carefully*

- Booth space fees: without electricity is **\$25**. Payment is due with application. Application Deadline is Monday, April 27th, 2020.
- Non – Profit booths free with 501C
- If your booth needs power, you must pay an additional \$10.00 to receive an outlet
- All vendor location requests will be considered on a first come - first serve basis and honored whenever possible.
- We will provide a table and 2 chairs. You must provide anything else you desire.
- Please provide a detailed description of your booth items on the form (attach an additional sheet if necessary) and, if possible, attach photos of sample items.
- Food Vendors must get proper clearance through the Weber Morgan Health Department before event set up. All food Vendors who do not have proper paperwork through the Weber Morgan Health Department will forfeit spot in festival with no refund.
- Food Vendor: Due to logistics of food vendor set-up, you are asked to check in between 9:30 a.m.-11:30 a.m. Due to safety issues, food vendors who arrive after 11:30 a.m., may forfeit pre-assigned booth location and be assigned an alternate location.
- All other vendors must check-in between 10:30 a.m. -11:30 a.m. Due to safety issues, arrivals after 11:30 a.m., may forfeit pre-assigned booth location and be assigned an alternate location.
- Vehicles will not be allowed in the festival area after 11:30 a.m. without permission of a festival official and all vehicles must be removed from festival grounds by 11:30 a.m.
- Booths must be completely set-up by 11:45 p.m. The festival requests that all vendor booths remain open until 5:00 p.m.
- The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.
- This event occurs rain or shine! Be prepared for wind, rain and/or heat/cold.
- All vendor fees are non-refundable.
- Vendor Registration Forms and registration fee must be submitted by April 27th, 2020.

For information please contact Regina Esparza at 801-629-8703/reginaesparza@ogdencity.com

Cinco De Mayo • Marshall White Center • 222 28th Street • Ogden, UT 84401



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Marshall White Center • Ogden, Utah

Date received: _____

Booth #: _____

Vendor Registration Form

Saturday, May 2, 2020

Vendor Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Phone(s): _____

Type of Booth & Description: Please indicate type and provide description, photos.

Business

Food

Game/Activity

Art or Craft

Non-Profit (Free with 501C)

Other

Please give a detailed description of your products/services and include a photo, if possible.

Waiver: The City of Ogden and the Marshall White Center reserve the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless the City of Ogden, Ogden City Recreation, their respective officers, agents, council members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by the City of Ogden, Marshall White Center or any sponsoring agents. Exhibitors must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care and maintenance of exhibitor's property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

Please sign to acknowledge that you have read all the information, rules and regulations and agree to be bound by this contract.

Signed: _____ **Date:** _____

Vender Space with ONE Table \$25.00 Power \$10.00

I have enclosed a check or money order made payable to Marshall White Center.

RETURN COMPLETED FORM BY APRIL 17th, 2020

To: **Marshall White Center • 222 28th Street • Ogden, UT 84401**

You will be notified by Wednesday, April 22 if you are a "food" vendor.