

Highland Fling Days Vendor Handbook

Vendor Hours: 9:00 a.m. – 9:00 p.m. (dark)

Food Vendors

Booth Size: 12 feet wide x 24 feet deep

Booth Fees:

Resident: \$100.00 (per booth space)

Non-Resident: \$150.00 (per booth space)

Electricity: \$50.00 per 5 amp outlet

Non- Food Vendors

Booth Size: 10 feet wide x 10 feet deep

Booth Fees:

Resident: \$50.00 (per booth space)

Non-Resident: \$75.00 (per booth space)

Electricity: \$25.00 per 5 amp outlet

Vendor Permits

Highland City: Your approved Vendor Application serves as a Temporary Sales License for Highland City.

Utah State Tax Commission: The Utah State Tax Commission requires a Temporary Sales Tax License for Special Events. This form will be provided to you at vendor check-in. Any vendor not compliant with the Tax Commission will be required to close their booth and leave the premises. Refunds will not be issued. If you have any questions please call the Utah State Tax Commission, Special Event Unit at (801) 297-6303 or (800) 662-4335 ext. 6303.

Utah County Health Department (Food Vendors only): The Utah County Health Department requires special permits for food vendors. Any vendor not compliant with the Health Department will be required to close their booth and leave the premises. Refunds will not be issued. Please provide a copy of all your permits to the Highland Fling one week before the event. If you have any questions please call the Utah County Health Department at (801) 851-7000.

Vendor Information

Parking & Set Up: Booths need to be set up and ready to open by 9:00 a.m. Please park in the gravel lot located directly behind the Highland City Community Center's (former City Hall) paved parking lot. Please do not park in the paved parking lot of the Community Center as it will be reserved for attendees. No vehicles or trailers will be allowed to park or drive on the grass. You may park on the streets around Heritage Park (10400 N. and the Alpine Hwy) until 8am; however, you must be moved by 8:30am as the street will be closed for the Parade. Vehicles in violation may be towed.

Booth Requirements: Vendors are assigned a numbered grass space. Each vendor is responsible to provide all necessary equipment such as canopy, tables, chairs, heavy duty extension cord (50 feet or longer), if needed.

Electricity: Vendors wishing to connect to electricity need to bring a heavy duty extension cord (50 feet or longer). Vendors are encouraged to bring their own GFCI protected cords to plug into in order to protect their equipment.

Waste: Vendors should use the garbage and/or recycle dumpsters provided in the parking lot by the restrooms to discard boxes and excessive trash. Please do not use garbage totes or stack your garbage by the totes.

Merchandise: To provide the best possible vending experience, we may limit the sale of any item to one vendor on a first-come first-served basis. All sales must take place from your assigned booth space and no roving sales are allowed unless arrangements have been made in advance. Swords, Knives, Firearms, Airsoft Guns, or any other items that may be considered dangerous will not be allowed at the Highland Fling.

Highland Fling Bucks (*Food Vendors only*): Highland City provides Highland Fling Bucks (Monopoly type money) to volunteers, staff, and emergency personnel to purchase meals from our food vendors. The Highland Fling Bucks will be treated as cash and will resemble a dollar bill with the Highland Fling logo. A sample Highland Fling Buck will be provided to each vendor the morning of the Highland Fling. We ask that all food vendors honor the Highland Fling Bucks. To be reimbursed you will need to submit your Highland Fling Bucks to the Highland City Offices by August 31st or to the Highland Fling Staff Representative at the end of the event to be reimbursed. Reimbursement checks are processed within 30 days.

Insurance: Highland City provides liability insurance for the Highland Fling, this insurance does not cover individuals within your booth in the event of injury, death, theft, fire, etc. that may be caused as a result of your negligence. It is recommended that you obtain your own insurance to cover your booth and your merchandise.

Refunds: The event is not dependent on the weather. The event will go on regardless, and fees will not be refunded in the event of rain or inclement weather.

Booth Location: Booth numbers and locations will be posted on-line approximately one week before the event.