



# CITY OF SARATOGA SPRINGS

## Saratoga Splash

## Vendor Information and Rules

### Saratoga Splash Vendor Days and Business Hours

- Friday, June 12th from 5:00pm - 9:00pm (Family Carnival, Concert and Fireworks)
- Saturday, June 13th from 11:00am - 4:00pm (Parade, Car Show, Family Carnival)

### Application Process

- submit an online application [here](#). Select Saratoga Splash Vendor Application from the drop down menu. If for some reason you are unable to submit an online application, please contact [Shellie Baertsch](#) for a paper application.
- an email notification of acceptance or decline will be sent by May 1<sup>st</sup>
- in you are accepted, you will receive instructions on how to pay your fee online
- additional detailed information will be sent as outlined below.

### Deadlines

- **April 27th - \*\*\*Application Deadline\*\*\***
- May 1st - Acceptance/decline notifications emailed
- May 15th - Booth fees due (payment to be made online)
- May 22nd - Cancellation deadline for full refund
- June 5th - Booth assignment and detailed info emailed

### Vendor Fees

- \$75 includes a 10'x10' booth on both Friday and Saturday, resident or non-resident

### Required Vendor Permits and Licenses

- City of Saratoga Springs - A temporary business license from the city is not needed for this event.
- Utah State - We will have a temporary tax identification number for you at check-in. Any vendor not compliant with the Utah State Tax Commission will be required to close your booth and leave. No refunds will be issued. Any required sales tax collections and remittances are the sole responsibility of the seller.

For further information contact:

State of Utah Tax Commission, Special Events Division  
210 N 1950 W SLC, UT 84134  
801-297-6303 or 1-800-662-4335

[specialevents@utah.gov](mailto:specialevents@utah.gov)

- Health Department - All booths selling food items must have the appropriate permits.

Utah County Health Dept.  
151 S University Ave  
Provo UT, 84601  
801-851-7000

<http://www.utahcountyonline.org/Dept2/Health/UCHD/licenses.html>

## Vendor Information

- **Location:** east side of Neptune Park 452 W. 400 N. Saratoga Springs, UT
- **Time:** You must man your booth at all times. Set-up must be complete 1hr prior to opening. Vehicles and trailers must be removed on Saturday by 9:30 on Saturday morning because of the parade. Take-down will be approximately 9:30pm on Friday (No take-down during the concert will be allowed.) and 4pm on Saturday. If you don't show up during the set-up hours on the first day your spot will no be saved and you will forfeit all fees! Because the event spans multiple days, some vendors may wish to leave items over night. The City Of Saratoga Springs is not responsible for monitoring the booths or products day or night. And there will be no camping or sleeping in the park on city property overnight.
- **Prior to event:** Applications must be turned in by April 27<sup>th</sup>. Applications may be found [here](#). Submitting an application does not guarantee a booth space at the Saratoga Splash Days. Acceptance (or denial emails will be sent by May 1<sup>st</sup>. Vendors who are accepted will receive an email with payment instructions and other information. Booth fees are due by May 15<sup>th</sup>. If vendors need to cancel, the refund deadline is May 22<sup>nd</sup>. On June 5<sup>th</sup> booth assignments and more information will be sent to accepted vendors.
- **Booth Info:** Accepted vendors will be assigned a 10'x10' space. Vendors are responsible for their own canopies, tables, displays, seating, etc. No part of these may protrude out of your booth into the walkways or behind the booths. No electricity will be available to vendors. No sales from vehicles or trailers will be allowed. Vendors will be responsible for cleaning up their space at the end of the day. Garbage removal will be provided at the end of the day, but all garbage must be double bagged.
- **Weather:** Saratoga Splash Days will be open even in poor weather. There will be no refunds due to weather. Be aware that it is not unusual for the winds in this area to reach 70+ mph gusts, especially in the afternoon. Double stake your canopies.
- **Merchandise:** Booths having items on hand to sell or on-site services (such as massages or phone repair) will be given preference. Booths without on-hand items or services to sell, must have an activity or game on hand for kids. All food vendors must have [temporary food permit and food handler's permit](#). We reserve the right to limit any product to one vendor on a first come, first served basis. For example, we can only have one Sentsy or Younique vendor. If you apply with more than one of those products for your booth, we reserve the right to ask you to only sell one of those products. Only approved items may be sold. If vendor wishes to add or change accepted products, a written request must be submitted for consideration by Splash Committee by June 18<sup>th</sup> to [Shellie Baertsch](#).
- **Liability:** Seller/ Vendor assumes full liability for products marketed or sold and agrees to hold The City of Saratoga Springs harmless against any claim of injury, damage by buyer or seller, or other persons resulting from the use, consumption, disposition, display, or marketing of sellers product. Seller agrees to indemnify and hold The City of Saratoga Springs harmless for any and all claims of injury, theft or damage, occurring prior, during or after event. The City of Saratoga Springs reserves the right to refuse participation to vendors who do not comply with rules and regulations.

## Contacts

- If you would like to be a Saratoga Splash Days sponsor, please contact AnnElise Harrison, Civic Events Coordinator at [aharrison@saratogaspingscity.com](mailto:aharrison@saratogaspingscity.com)
- If you have additional questions or need special accommodations, please contact Shellie Baertsch, Saratoga Splash Days Vendor Coordinator at 801-960-5206 or [shelliebaertsch@gmail.com](mailto:shelliebaertsch@gmail.com)
- State of Utah Tax Commission,  
Special Events Division  
210 N 1950 W SLC, UT 84134  
801-297-6303 or 1-800-662-4335  
[specialevents@utah.gov](mailto:specialevents@utah.gov)
- Temporary Food Permits and Food Handler's Permit are available from:  
Utah County Health Dept.  
151 S University Ave, Provo UT, 84601  
801-851-7000  
<http://www.utahcountyonline.org/Dept2/Health/UCHD/licenses.html>