

# Little Bee Craft Boutique

Pleasant Grove Strawberry Days

2017

## Strawberry Days is a great event!

After a lot of discussion with the city of Pleasant Grove, the Little Bee Craft Boutique is pleased to be a part of the Pleasant Grove Strawberry Days 2017 Festival! This will possibly be our last year at Strawberry Days as they are tearing down the Old Recreation Center. We have had fantastic vendors in the past and hope that you will all consider returning to Strawberry Days this year!



### Details:

June 14th optional  
6pm-9pm  
June 15th-17th  
11am-dark (9pm)

Old Rec Center  
200 South  
100 East  
Pleasant Grove

10x10 Outdoors  
\$150

Must sit at  
Outdoor Booth.  
Elec. Limited to  
Food vendors only

## Vendor Rules and Regulations

LITTLE BEE CRAFT, hereinafter referred to as “Little Bee,” leases spaces for the exhibition, sales and distribution of products, services, information and other items of business. Lease agreements are embodied in contracts (of which these Rules and Regulations are part of) providing for the use and occupancy of certain small spaces of real property located at the Old Recreation Center and referred to as “spaces.” Any company, partnership, institution, or individual over 18 years of age, hereinafter referred to as “VENDOR,” may apply for a space.

These rules and regulations define the conduct of the VENDOR and how the leased spaces are used. Little Bee reserves the right to interpret, amend, revise, and delete these rules and regulations as it deems fit as well as its sole discretion in order to achieve the maximum benefit for the event, its patrons and vendors. This agreement contains the entire understanding of the parties and no oral representation not contained herein shall be binding to the parties hereto. It is the vendor's responsibility to be knowledgeable of the Rules and Regulations and space rental standards which are a part of the Lease Agreement.

### Setup:

- Wednesday June 14th  
noon—5:30pm
- Thursday June 15th  
8:00 - 10:30am
- All vendors will be allowed 20 minutes to unload.

### Take Down:

- Saturday, June 17th  
dark (roughly 9:00 pm)

## Application Process

The application process is done either on the website, <http://www.littlebeecraft.com>, or via mail. Upon receipt of payment, Little Bee will send the VENDOR a confirmation email notifying of acceptance. Booth locations are offered on a first come, first serve basis. An application does not guarantee a space at the event. Little Bee reserves the right to deny any applicant and will accept a maximum of four (4) vendors that sell the same product. Once a VENDOR has been assigned a booth location there will be no changing of location allowed.

## Payment

Payment is due with the application in order to reserve your space. Spaces will not be reserved until payment has been received.

## Booth Fees

10' x 10' Outdoor Booths \$150

Corner Booth: \$175

Electricity for Food Vendors ONLY: \$25 per plug

There are no discounts for Non-Profit Organizations or double booths.

## Booths

All outdoor booths are 10' x 10' and require the vendor to supply their own tent. Little Bee or the City of Pleasant Grove does not provide any pop-up tents, tables, chairs or extension cords. All sales transactions must be confined to the leased space and VENDORS will not display signs, posters, brochures, advertisements, or solicit prospective customers in any location except within leased space. The VENDOR is responsible to maintain a clean booth space at all times. The VENDOR must leave the area in the same condition it was in upon arrival.

**“It is the vendor’s responsibility to be knowledgeable of the Rules and Regulations and space rental standards which are a part of the Lease Agreement”**

## Booth Hours

All booths must stay open from 11:00 am – dark (roughly 9:00 pm) on June 14th—17th, 2017. June 14th is an optional day as it is family night at the carnival and we are open 6-9 pm.

## Parking

All Vendor’s must park in the dirt parking lot north of City Hall building roughly located at 100 East. Any cars left in the Old Rec Center parking lot after their allotted unloading time will be towed.

## Cancellation / Refunds

Because Little Bee will suffer certain losses that can not be determined, vendors who wish to cancel will forfeit all monies.

Little Bee is not responsible for loss of sales due to inclement weather or excessive noise from the carnival, entertainment or other attractions at the Strawberry Days Fair. Booth fees are non-refundable.

As Little Bee is providing the VENDOR a service, the VENDOR waives all rights to dispute any financial payments made including paypal and credit card transactions.

## Set Up

Set Up begins at noon on Wed June 14th, 2017 and ends at 5:30pm that evening. Outdoor Vendors may also set up Thurs June 15th, 2017 from 8:00 am to 10:30 am. All booth construction must be completed no later than 10:30 am Thurs June 15th, 2017. Each vendor must unload and move their vehicle within 20 minutes or your car will be towed. A \$25 fine will be charged to any VENDOR who removes items earlier than 9:00 pm the final night of the Fair. All VENDORS must check-in with the Little Bee Staff and fill out all necessary paperwork before setting up booths. Paperwork must be completed by the VENDOR and no one else.

## Take Down

No booth or portion thereof may be torn down or removed before dark (roughly 9:00 p.m) on the closing night of the event. The parking lot will be open around 9:00 p.m. for VENDORS to bring in their vehicles once it has been deemed safe by Little Bee. You must load up and move your vehicle within 20 minutes.

## Electricity

A limited number of FOOD VENDORS can pay \$25 per plug to receive electricity. Electricity means 1(one) 20 amp 120 volt circuit. You must bring your own 100 foot heavy duty extension cord. Little Bee expressly denies responsibility for electrical failures, and any damage to equipment or property, caused by drops or increases in power supply, low voltage or power surges.

## Insurance

Little Bee is not responsible for loss of exhibits during Strawberry Days for any reason. Pleasant Grove will have security during the day and the area will be monitored at night. The VENDOR is responsible for insurance to cover any loss. Certain exhibits also require liability insurance. Even though security is provided, VENDORS are urged not to leave valuable merchandise in the booth overnight.

## Animals

All Animals, except Service Animals, are prohibited in VENDORS's booth area.

**Please remember that this event is for all age groups!**

## Sales Tax

A representative from the Tax Commission will be in attendance. The Utah State Tax Commission will issue at the event a temporary sales tax ID number to all outdoor vendors specifically for this event. Indoor vendors do not need a temporary sales tax ID. 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.

This is an exciting and wonderful event. Please remember that this event is for all age groups and there will be absolutely no selling of items dealing with obscenities, drug related material, knives or weapons of any sort, or any similar items of such nature. All vendors agree and accept that Little Bee and the City of Pleasant Grove maintain right of sole and final say to prohibit, without any right of recourse by the offending vendor, the sale or promotion of any item or event which Little Bee deems, in its sole discretion, to violate the standards of the event. We look forward to your attendance!

**LAWS OF THE CITY, COUNTY AND THE STATE OF UTAH WILL BE STRICTLY ADHERED TO INCLUDING FIRE CODE.**

# 2017 Little Bee Craft Boutique Contract

You can also  
sign up **ONLINE** at  
[www.littlebeecraft.com](http://www.littlebeecraft.com)



## Participant's Information

Owner Name \_\_\_\_\_

Name of Company \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Website Address \_\_\_\_\_

## About Your Product

Please Check a Category:

- Handmade
- Commercial

**You must list each and every product you are selling or you will not be allowed to sell it.**

Please tell us exactly what you will be selling: (Food Vendors who need electricity, please tell us exactly what you will be using the Electricity for)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Rental Selection

- 10' x 10' Outdoor Booth \$150
- Food Vendor Electricity Add \$25
- Corner Add \$25
- Other
- Total \$ \_\_\_\_\_



## Agreement

I, the Vendor have read and agree to abide by the “Vendor Rules and Regulations”. (Make yourself a copy of the signed and dated “Vendor Rules and Regulations”. The original must be attached with your application).

Should the action of any VENDOR require the cancellation of the lease agreement during the time of the fair, the vendor will be required to move everything immediately upon notification to vacate the premises and will forfeit any lease fees.

## Payment Information

Mail checks to:  
Little Bee Craft Boutique  
Attn: Kendra Seeley  
1762 East 500 South  
Price, UT 84501

**You can fill out this application  
and submit your payment ONLINE  
<http://www.littlebeecraft.com>**

I have read and agree to all the rules and regulations of this show.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Contact Information

**For Questions or Concerns, please email us at:**

[littlebeecraft@gmail.com](mailto:littlebeecraft@gmail.com)

**For urgent needs, contact:**

**Kendra at 801-769-6067**

**For Questions concerning Pleasant Grove Strawberry Days:**

<http://www.plgrove.org>