



## Vendor Rules & Guidelines

### Pre-Event

- Vendors must fill out Vendor Application completely, including accurate power estimates.
- Vendor is responsible for obtaining all required permits: Salt Lake City Business Licensing, Temporary Food Permit, etc. These contacts are listed on your Vendor Application.
- Please make a copy of the Vendor Application for yourself before you turn it in.
- Vendor must read the Gallivan Center Policies and Procedures as all entities have to abide by them.

### Day of Event

- NO VEHICLES of any kind allowed on the Plaza. (Except Food Trucks)
- All trash generated by vendor must be bagged securely and placed behind booth for removal by Plaza staff or must be removed from premises by vendor. Vendors MAY NOT use Plaza trashcans for booth trash.
- All cardboard boxes will be broken down and stacked compactly for removal by Plaza staff or must be removed from premises by vendor.
- Vendor must leave booth area clean and free of loose trash, food, etc.
- Vendor must anchor private canopy with sandbags or water barrels with a minimum of 100 lbs.
- Vendors may not use trees, rails, garbage cans or other Plaza property to anchor banners or canopies.
- Vendor will not move any Plaza furniture (chairs, tables, garbage cans, etc.) for any reason.
- No stickers of any kind may be distributed.
- No tape of any kind may be used on Plaza property (light poles, rails, etc.)
- Vendors must set-up and tear-down during designated times.
- Vendor trailers left unattended after the event will be towed.
- Vendor must have all items off Plaza before the Gallivan rental client's strike time.
- Any items left by vendor for a later pick up will be disposed of.
- No Fryers of any kind in Gallivan Hall

### Additional Guidelines for Food Vendors

- Temporary flooring must be placed under all cooking and serving areas. The Gallivan Center will provide flooring as part of your booth package fee or you may bring your own.
- Vendor must properly dispose of all liquids: grease, oil, beer overflow, water, etc. DO NOT dump any liquids in planters or down Plaza surface drains. Grease and oils must be removed from Plaza by vendor. Waste water may be disposed of in the main building's restroom.
- Food Trucks are required to have absorbent rugs under entire serving window and kitchen exit to catch grease/oil spills, as well as cardboard under the engine.
- Any food trucks at Salt Lake City Events will need to have a Salt Lake City Business license and be inspected by the Salt Lake City Fire Department. Food trucks shall not be placed end to end, reserving 10'-15' between. Food trucks shall not have their generators on the ground and shall abide to the Salt Lake City Food Truck Standard.