



## Vendor/Caterer Rules & Guidelines

### Pre-Event

- Vendors must completely fill out Vendor Application, including accurate power estimates.
- Vendor is responsible for obtaining all required permits: Salt Lake City Business Licensing, Temporary Food Permit, etc. 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 and abide by them.

### Day of Event

- NO VEHICLES of any kind are allowed on the Plaza. (Except Food Trucks on designated areas.)
- Alcohol trailers may be parked in areas designated by Gallivan Staff only, and any alcohol on non-drivable areas must be wheeled in with handcarts.
- Vendor must leave the booth area clean and free of loose trash, food, etc. All trash generated by the vendor must be securely bagged and placed behind the booth for removal by Plaza staff or must be removed from the plaza by the vendor. Vendors MAY NOT use Plaza trashcans for booth trash.
- All cardboard boxes must be broken down and stacked compactly for removal by Plaza staff or must be removed from the plaza by the vendor.
- Vendor must anchor any private canopy with sandbags or water barrels weighing a minimum of 100 lbs. Vendors may not use trees, rails, garbage cans or other Plaza property to anchor banners or canopies. All canopies must have weights for each leg.
- Vendor may not move any Plaza furniture (chairs, tables, garbage cans, etc.) for any reason.
- Vendor may not distribute stickers of any kind on the plaza.
- 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 the Plaza before the contracted strike time.
- Any items left by vendor for a later pick up will be disposed of.
- Vendor may not use fryers of any kind in Gallivan Hall.
- No stakes are allowed on grass areas.

### Additional Guidelines for Food Vendors

- Vendor must place temporary flooring under all cooking and serving areas.
- Vendor must properly dispose of all liquids: grease, oil, beer overflow, water, etc. Vendor may not dump any liquids in planters, on grass or down Plaza surface drains. Vendor must remove grease and oils from the Plaza.
- Wastewater may be disposed of in the main building's restroom.
- Food Trucks must have absorbent rugs under the 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 must have a Salt Lake City Business license and be inspected by the Fire Department. Food trucks may not be placed end to end; there must be 10'-15' between. Food trucks shall not have their generators on the ground and shall abide to the Salt Lake City Food Truck Standard.