

Aloha!

Thank you for your interest in our 10th Year Anniversary Birthday Bash Celebration vendor application. Please be sure to read all the guidelines, information and set up requirements prior to submitting your application. The Deadline for this application is **Apr 5, 2023**. Once your application has been received, the festival Vendor Committee will review it. If selected, you will be contacted by direct email for instructions on where to submit your payment to secure your vendor space. If you have any questions or concerns, feel free to contact the office Monday through Friday from 9:00 am - 3:00 pm at (801) 363-1892 or email us at admin@phlearning.org.

Pacific Heritage Academy 10th Year Birthday Bash

Celebration

Apr 21, 2023

3:00 p.m - 10:00 p.m

1755 W 1100 N

Salt Lake City, UT 84116

Website: phlearning.org

Pacific Heritage Academy

Booth/Vendor Application/Contract		
<input type="checkbox"/> Food Truck - Donations of your choice to the school	<input type="checkbox"/> Craft - Donations of your choice to the school	<input type="checkbox"/> Information/Cultural - Giveaways to promote your booth
<p>Please list the number of space needed for your exhibit/booth (10x10) Number of booth space needed: _____</p>		
Booth Contact Information:		
Booth Name:		
Contact Name:		
Email:		
Current Address:		
City:	State:	Zip Code:
Work Phone:		
Cell Phone:		
PAYMENT METHOD:		
Cash, Card or Venmo payments accepted. Venmo Account: @Pacific-HeritageAcademy		
Food Booth Menu Items / Merchandise Booth Items		
Please list a menu of all and any food items being sold at your booth Or Please list the merchandise or type of items being sold at your booth.		

1.
2.
3.
4.
5.
6.

7.
8.
9.
10.

Office Only:

- Donations Given
- Venmo
- Cash
- Card
- Other

Date: _____

Accepted by: _____ Booth #: _____

Booth Type:

Food

Craft

Information/Cultural

Pacific Heritage Academy

10 Year Anniversary

APRIL 21, 2023

1755 W 1100 N, Salt Lake City, Utah 84116

Rules and Regulations/Terms and Conditions

General Information:

Pacific Heritage Academy: phlearning.org

Office - (801) 363-1892 **email** - admin@phlearning.org

Advertising:

Please provide a logo in a pdf format and email to admin@phlearning.org with a quick description of your product or service. Marketing will be developed to enable as much exposure as possible through various channels such as media, social media, and other public forums (email, Facebook, Twitter, Google, Instagram, TikTok, Posters and Flyers). It will also be shared throughout the community by families, friends, students, etc. We strongly encourage you to promote and advertise your products/merchandise, food menu, contests or giveaways on social media and other marketing/advertising avenues. Our emcee's will also be available to help assist you with any announcements and promotions you wish to share.

DEADLINE: ALL APPLICATIONS AND PAYMENT MUST BE DONE BY APRIL 5, 2023

ALL VENDORS MAY SET UP AT 10:00 AND REMOVE ALL CARS BY 2PM

All Vendors Registration & Setup:

Please meet at the registration/information desk to confirm your arrival and your located or reserved station.

Payment is Non-refundable

Any hazardous materials of any kind are not allowed to be brought to our school campus. Exhibits must meet safety and fire regulations. The Fire Marshall or authorized agents reserve the right to confiscate or demand removal of any exhibit materials not meeting regulations.

A general booth space is an uncovered 10x10 space. Each vendor must provide their own tables and a 10x10 tent and other essential items (chairs, tarps); etc. We strongly encourage you to have a top and side(s) to your structure. **The Birthday Bash is also a weather permitting event** and we ask you to be prepared for any unexpected weather changes. **NO REFUNDS WILL BE GIVEN DUE TO WEATHER.**

Any booth area setup rules are all the same. Any vendor/setup exceeding the allotted 10x10 booth space will need to contact admin@phlearning.org

Two vendor passes will be issued to each vendor and must be attached to your windshield for the gate attendant to see upon arrival for entrance onto the grounds. After you have unloaded, you will need to park your vehicles in the vendor parking area only.

Extra vehicles will not be allowed to remain on the festival grounds.

All vehicles are permitted to help unload items for your exhibit but **MUST BE PARKED IN DESIGNATED AREA BY 2:00 pm. VEHICLES ARE NOT PERMITTED TO ENTER OR PARK IN THE CAMPUS DURING THE DURATION OF THE BIRTHDAY BASH.**

Food Vendors:

Permit by the Salt Lake Health Departments, Food handlers permit, provide your own electric system.

Alcohol is not allowed on campus perimeter to be sold or for consumption

Setting up:

Vehicles will be allowed within the campus perimeter for unloading purposes till 2:00pm, and once again for loading at the conclusion of the event.

ALL VEHICLES WILL NOT BE PERMITTED TO ENTER OR PARK IN THE VENUE/PARK DURING THE DURATION ON THE EVENT.

10X10 Tent (start setting up at 10am completed by 2pm)

General Booth & Exhibiting Information:

Booth fee(s) must be paid in full with vendor registration completed before any type of setup is allowed. All booth exhibitors must man and occupy their booths during all operational hours of PHA's Birthday Bash. PHA is not responsible for any stolen, damaged or lost items. All materials used in exhibits must be fire retardant. Vinyl banners are recommended; paper banners are not encouraged.

All booth spaces are assigned strategically. We will assign booth space(s) until all available spaces are filled. If for any reason you leave your booth for any reason, please arrange to have someone take your place in your booth available for any customers while you are away. We ask that booth occupants and all items and merchandise being sold remain within the perimeters of your own booth. Please respect the booth space next to you.

Food items:

All food items must be reviewed and approved by PHA before application is accepted. Be sure to fill out the food menu section application.

Parking:

Parking will be either on the church parking lot next door or on the street. Please keep close attention to any changes or announcements for parking reservations for your vehicle.

Closing/Break Down:

Pacific Heritage Academy 10 Year Anniversary will be finished by 10 pm, all Vendors must break down by 9:30 pm.

Questions:

Call Pacific Heritage Academy Front Office at (801) 363-1892

Term and Conditions:

1. Vendors are responsible for your own supervision of your own belongings and responsible for your own essentials. The vendors are to provide their own booth structure, tarps, tables, chairs, etc. The exhibitor/vendor is to provide their own source of power as well as additional electrical requirements. Vendors are responsible to provide heavy duty electric cords to bring electricity to the booth. Lighting, if desired, is to be solely provided by the vendor.
2. Vendors agree to occupy exhibit space assigned, and to be open and staffed prior to and during all regular event hours. In the event the exhibitor shall not occupy said space, the school is expressly authorized to occupy or cause said space to be occupied in such manner as it may deem best for the interest of the event without any rebates or allowance whatsoever to exhibitor and without in any way releasing the exhibitor from any liability thereunder. The vendor/exhibitor also agrees not to sublet or apportion to anyone else said space without approval. All merchandise solely or displayed is subject to the producer's approval.
3. The school will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the enclosure in which the event is to be produced being before, or during the event destroyed by fire, or other calamity, or by any acts of nature, public enemies, strikes, statutes, ordinances, or any legal authority, or any other cause beyond the producers control.
4. Vendors are liable for delivery, handling, erection, and removal of his/her own displays and materials.
5. All fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly obeyed.
6. PHA is not dependent on weather. Fees will not be refunded in the event of rain or winds. Each vendor is responsible for any damages to or from your booth and/or product.
7. Confidentiality: Vendor booth pricing is subject to adjustment by PHA. Your vendor booth price is strictly confidential and ANY discussion with other exhibitors at an event/expo for any reason gives PHA the right to evict your booth from the event at any time.
8. Qualifications of vendor: PHA, in its sole discretion, shall have the right to determine whether a prospective vendor is eligible to participate in the event. Applicants who have not previously exhibited at a prior event held by an organizer similar to that of the event may be required to submit a description of the nature of their business and the items intended to be exhibited. PHA

reserves the right to restrict or remove any exhibit which PHA, in its sole discretion, believes is objectionable or inappropriate. **NO ADULT MATERIALS MAY BE DISPLAYED OR SOLD AT PHA**, as this is a family event.

9. Exclusivity will not be granted to any one vendor. Sales will be restricted to those items listed on your approved application **only sponsoring companies may request exclusivity on certain products and services.**
10. Assignment Space: Exhibit space shall be assigned by PHA in its sole discretion for the event and for the event date only. Any such assignment does not imply that similar space will be assigned for future events held by the organizer. PHA reserves the right to change the floor plan or to move an exhibitor to another booth location prior to or during the event if PHA in its sole discretion determines that to do so is in the best interest of the event. There is no guarantee that an exhibitor will be assigned the exhibit space location(s) requested on the contract. Every effort is made to accommodate exhibitor requests for space and position on the venue floor. Payment in full is required with the signed contract before any booth space will be assigned. PHA will not hold any booth space without full payment.
11. This contract (as well as application general guidelines) constitutes the entire contract between the parties and no waivers, modifications, or amendments shall be valid unless written upon or attached hereto AND shall be approved in writing by the admin of PHA.

By signing this contract, I understand and agree to the terms and conditions set by PHA.

Vendor/Exhibitor Auth Signature Date

P.H.A Representative Signature Date