



BABY ANIMAL DAYS VENDOR INFORMATION

Baby Animal Days will be held at the USU Botanical Center in Kaysville May 11 and 12, 2018. Baby Animal Days is a fundraiser for the USU Botanical Center and the 4-H Youth Education program. Last year despite rain and mud we had close to 11,000 people attend. The festival will again feature a petting zoo, sheep shearing, special guest shows, children's activities, and horse rides.

We are seeking vendors to offer food options during the event. Vendors with experience selling at large events are preferred. Booth sizes are 12' by 12' and electricity is available. Festival hours are Friday, May 11, from 3 to 8 p.m., and Saturday, May 12, from 8:30 a.m. to 6 p.m. Baby Animal Days will be held—rain, heat, or shine—at the USU Botanical Center (875 S 50 W, Kaysville, Utah).

DATE AND CHECK-IN

May 11 – Set up 12:00 to 2:00 p.m., take down 8 p.m. *must be set up by 2:30 p.m.

May 12 – Set up, 7:30 a.m. *must be set up by 8:00am, take down and fee payment after 6 p.m.

*Vendors may leave equipment on site overnight; however, there will be limited security. Utah State University will not be held liable for damaged or stolen equipment.

*Sales and food items must be ready at opening time each day.

VENDOR REQUIREMENTS

- First time food vendor applicants must submit a color photo(s) of the booth set up.
- Food vendors are responsible for conducting their own sales. It is your responsibility to collect and report sales tax. (Tax information will be available upon arrival at B.A.D.)
- All vendors must complete an indemnification agreement each year for Baby Animal Days and Utah State University (below).
- Upon acceptance, food vendors must supply a certificate of insurance (for a minimum of \$1,000,000) for the dates of the festival, current food handler's permit and event permit from the Davis County Health Department.
- Accepted food vendors must display a sign listing all food items, prices, and food handling permits
- Help to ensure the safety of all event patrons.
- Follow USU Botanical Garden guidelines and immediately execute directions of Utah State University representative or emergency personnel.
- Vendors are responsible for their own cleanup by 8 p.m. May 12, 2018.
- Vendors are responsible for their own wastewater disposal. Wastewater must be self contained.
- Vendors must be completely set up and ready to serve before the gates open.
- Vendors must be available to serve during the entire duration of the event.

FEES

Food Vendors: 15% of total sales

*Fees can be paid by check, cash, or credit card at the entrance gate following the event

Other Negotiated Vendor Fee _____

(Activity vendor fees are negotiated individually. For more information call Andree' (435)-757-4102.

BABY ANIMAL DAYS VENDOR APPLICATION AND AGREEMENT

Name of Vendor or Business:	
Name of Contact Person	E-mail (print clearly):
Phone:	Address:
<p>What products or services would you like to provide? Please provide an EXACT menu with prices <u>from which you will not deviate.</u></p>	
<p>How many people will be working at your booth? <i>(Free entrance wristbands will be provided)</i></p>	
<p><input type="checkbox"/> Power (electrical outlet) (must bring own extension cords up to 100') Wattage needs (REQUIRED): _____</p>	
<p>Fees: <input type="checkbox"/> Food Vendors: 15% of total sales *All fees will be paid at the end of the event on Saturday May 12th</p>	
<p>If selected:</p> <p><input type="checkbox"/> I acknowledge and agree that I have freely and voluntarily entered into this agreement and that I have read, understand and will follow all the Vendor Requirements.</p> <p><input type="checkbox"/> I certify that I have or will have all permits and/or licenses and required to sell my product or service.</p> <p><input type="checkbox"/> I understand that I am expected to stay for the duration of the festival and agree to pay the fees as designated in this Agreement. I understand that this Agreement shall not be valid until approved and signed by an authorized representative of the USU Botanical Center.</p>	
2018 Food Vendor Calendar	
<p>Mar 12..... Application due</p> <p>Mar 19..... Acceptance letters sent</p> <p>April 27<u>Last day</u> to submit certificate of insurance, indemnification agreement, food handlers permit, and temporary event permit</p> <p>May 11.....Vendor check in and set up, 12:00 a.m. to 2:00 p.m. *must be set up by 2:30 p.m.</p> <p>May 11-12Baby Animal Days (Friday 3 to 8 p.m., Saturday 8:30 a.m. to 6 p.m.) *must be set up by 2:30 p.m. on Friday and 8:00 am on Saturday)</p> <p>May 12..... Checkout, 6 to 8 p.m. Vendors MUST be cleaned up and off premises by 8 p.m.</p>	
Vendor Signature _____	Date _____
Utah State University _____	Date _____

Utah State University is an affirmative action/equal opportunity institution.

E-mail application and agreement to:

Andree' Walker Bravo
 Office: (385) 468-4825
 Cell: (435) 757-4102
 andree.walker@usu.edu

EXTENSION
 UtahStateUniversity



UtahStateUniversity
 BOTANICAL CENTER

Indemnification Agreement

Indemnification. _____ (Name of business) hereby agrees to release, indemnify, and hold harmless Utah State University, its trustees, officers, agents, employees, students, and volunteers (Indemnitees) from and against all liability, including claims, demands, losses, damages, and expenses of every kind and description to persons (including death) or property associated with the performance of _____ (e.g. selling burritos). This includes liability resulting directly or indirectly from acts or omissions of Indemnitees or _____ (Name of business), unless such liability results from the sole negligence of Indemnitees. Such indemnification includes attorney's fees, court costs, mediation/arbitration costs, as well as costs of damage to property or expenses of every kind resulting from the performance of the obligations under this Agreement. This Agreement shall bind any and all successors, assignees, agents, employees, heirs, family members, spouses, personal representatives, or anyone else claiming to represent _____ (Name of business).

Agreed to by: _____ Date _____

For: Baby Animal Days at the USU Botanical Center

Agreed to by: _____ Date _____

Utah State University