

Children's Market Guidelines



I. PARTICIPATION

- a. Children must be 17 years old or younger.
- b. Children can sell anything, including homemade arts and crafts, treats, or retail items, and can determine their own prices. Children may not sell live animals or commercial goods on behalf of their parents.
- c. Children must visit and buy from at least two (2) other booths and understand that bartering is not an acceptable form of payment.
- d. All sales must take place from your assigned booth space and no roving sales are allowed.
- e. Children must arrive, check-in, and set up at least 30 minutes before the start of the market.
- f. At the end of the event, children need to clean up all garbage in their booth area. Any large items such as boxes need to be put in the dumpster on the north side of City Park, NOT in the garbage totes.

II. BOOTHS

- a. All children must register for a booth online before the market. No stand-by booths will be allowed the day of the event.
- b. Please plan accordingly as no refunds will be given nor are you allowed to sell your booth to someone else without going through the city as all items must be pre-approved and waivers need to be signed.
- c. The event is not dependent on the weather. Hope for sunshine.
- d. Booth spaces are a 10 foot by 10-foot area on grass.
- e. Children must bring all their own supplies, including a table, chairs, price signs, money box with change, and a canopy no larger than 10'x10' (optional). If you signed up for electricity, you need to bring a heavy-duty extension cord (100 foot is recommended) and select a booth near the electrical box.
- f. All booths will be preassigned. A map with all the booth names and numbers will be provided online prior to the market. The grass area in the park will be marked prior to the event so you will know your booth location ahead of time.

III. PARENTS/ADULTS

- a. After unloading vehicles, please park on the west side of Main Street or at the Senior Center's parking lot or a few blocks away from the market's location to allow more room for your shoppers. Please do not park in the library parking lot as the library will be open.
- b. Parents can help their children answer questions and count money but are NOT allowed to do the selling. This is for you child to learn.
- c. Please be sure to bring water and snacks for your children.
- d. Children may not sell commercial goods on behalf of their parents. If your child is selling commercial goods or live animals, your booth may be shut down and no refund given. Parents may not make the items and have children sell them. They need to be made by kids and sold by kids.
- e. Parent signer will receive a Special Event Sales Tax collection form in the mail for your child. As the signer, please assist in collecting taxes (for all participants), filling out the form, and submitting it as needed if your child typically sells things at organized events. If this is a one-time event, you may mark on your tax application that this is a "one time event" and put \$0 on the form that you are mailing in. You will need to submit taxes if your child has sold items previously at our event or other events, even if it was last year. This form needs to be submitted to the Tax Commission within 10 days after the event or they will contact you about delinquent taxes. You may contact the Utah State Tax Commission Special Event unit directly

with any questions at 801-297-6303, email specialevent@utah.gov, or visit tax.utah.gov/sales/specialevents. We as the promoter of this event are required to provide this information to you regardless if the individual is required to file or not. We are required by the state to provide names, addresses, and social security numbers and tax numbers for each vendor.

IV. FOOD ITEMS

a. Children who will be selling and making food items ON SITE such as cotton candy, snow cones, lemonade, this is considered LOW RISK and does not require any additional permits. If you are preparing and selling food items ON SITE such as hamburgers, hotdogs, etc., you must have an adult with them who has a food handler permit and a temporary booth permit from the Utah County Health Department. All persons handling food must comply with all Health Department regulations including acquiring all permits. Please contact Utah County Environmental Health at (801) 851-7525 for more information.

b. Children who will be selling food items that were MADE OFF SITE need to follow the Homemade Food Act and follow all the guidelines including posting a sign that states that the food being sold is "not regulated". You will find the Homemade Food Act regulations and an example of a sign that may be printed on our website. We will also have signs available at check-in. If your items involve meat, the only meats that can be used are home grown chickens and rabbits. Beef and pork cannot be used under the Homemade Food Act. Vendors with Cottage Food Permits or permits from a county health department are exempt from this.

V. RESPONSIBILITIES

Each vendor is responsible to provide their own security for their booth, equipment, inventory and other items located at the site from the time the booth is set up until it is taken down. Neither the City nor the Committee is responsible for items left on the site before, during, or after the event. Each vendor shall comply with all laws, rules, and regulations pertaining to the event. These requirements are considered part of the regulations which are to be followed.

VI. LIMITATION OF LIABILITY

NEITHER SPANISH FORK CITY, NOR THE COMMITTEE WILL BE LIABLE FOR ANY INJURY OR ACCIDENT OR DAMAGE TO VENDOR'S ITEMS DURING THE EVENT. WE WILL NOT BE RESPONSIBLE FOR ANY COPYRIGHT INFRINGEMENTS, SHOPLIFTING, CONSUMER SAFETY OR OTHER LEGAL VIOLATIONS WHICH MAY OCCUR WITH REGARDS TO PRODUCT, PERSON, BOOTH HELP OR FAMILY MEMBERS.

VENDOR AGREES TO INDEMNIFY AND HOLD CITY, ITS ELECTED OFFICIALS, APPOINTED OFFICIALS, EMPLOYEES, AGENTS AND VOLUNTEERS, HARMLESS FROM ANY CLAIM BY ANY PERSON OR ENTITY FOR ANY HARM ARISING FROM OR RELATED TO THE OPERATION OF THE VENDOR, MAINTENANCE OF OPERATION OF VENDOR EQUIPMENT, OR CONDUCT OF VENDOR EMPLOYEES.

VIDEO & PHOTOGRAPHY NOTICE: Spanish Fork City records all city events and broadcasts them on Spanish Fork 17, Spanish Fork 17 YouTube, and city social media pages. Spanish Fork City also takes photographs at each event and uses them for promoting and advertising. By registering for events, you understand and consent to your image and sound being included in video, audio, or photography taken by Spanish Fork City and that such video, audio, or photography may be published on television, YouTube, and social media.