



PAYSON SCOTTISH FESTIVAL
Merchant Vendor Booth Space Registration Form

Festival Date: July 12 - 13, 2024
Festival Location: Payson Memorial Park
250 South Main Street
Payson, Utah 84651

Entry Form Due Date: May 31st, 2024

Vendor Booth Schedule: Friday 5 pm to 9 pm; Saturday 9 am to 7 pm
All exceptions are at PSFA Board's discretion

NEW : Make checks payable to: **Payson City**

Mail Registration Form To: Payson Scottish Festival
c/o Steve Elrick
44 North 300 East
Pleasant Grove
UT 84042

Vendor Manager: steve.a.elrick@gmail.com

Vendor Contact: _____ Cell: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Driver's License #, Birthdate, or Sales Tax # (**PICK ONE**): _____

NEW VENDORS: Type of wares you are selling (be specific): _____

NOTE: Please be aware that we are limiting the number of merchant vendors. We will give preference to long-time vendors, trying not to duplicate. Vendors will be required to make a minimum of 75% of their inventory or sell imported items from Scotland/Ireland. All artists and photographers must sell original artwork and copies of their own work only.

Returning Vendor? Yes _____ No _____

Link to your webpage from www.paysonscottishfestival.org: \$10.00 \$ _____

Website: _____

Merchant Vendors: 10' x 10' \$220 10' x 15' \$275 10' x 20' \$330 15' x 15' \$355

15' x 20' \$385 20' x 20' \$440 15' x 30' \$465 15' x 40' \$495 20' x 30' \$475
20' x 40' \$550 Other: _____ (determined by PSFA) \$ _____

Bring Your Own: Canopy, table and chairs, extension cords, lights, etc. **We will not have any rentals available in 2024).**

We no longer have vehicle parking spaces available other than our general parking areas.

TOTAL PSFA FEES ENCLOSED: \$ _____

All fees are **Non-Refundable** upon receipt of payment **and approval** of the application or registration form by PSFA

Write a **separate** check for electricity made payable to **City of Payson**

ELECTRICAL FEES: \$30.00 \$ _____

NEW : Make checks payable to: Payson City

You may purchase use of only 1 (one) 110v outlet

(Due to the number of last-minute changes we have every year, it is impossible to mail accurate packets out. Pick up your Vendor packet with schedule of events and tax forms from the Registration Booth before you set up. Please return the tax forms to the Information Booth before the end of the Festival)

Festival Agreement

By signing and submitting this Registration form, you agree to all requirements as detailed in this registration form in its entirety.

Date

(Signature Vendor Booth Rep)

GUIDELINES AND POLICIES

- **NO DOGS, BICYCLES OR SKATEBOARDS ARE ALLOWED on the park premises at any time.** Per Payson City ordinance 15.2.4.5 Animal Regulations.

Fees:

- A \$50 fee is charged on all NSF returned checks and may disqualify your future participation in the Festival

Public Parking:

- There will be **absolutely no public parking along 200 South between Main Street & 200 East or along Main Street between 200 South and 300 South.**
 - This area is for food vendors and serves as an access to PSFA and Payson City personnel involved with the festival as well as Bandstand performers. Main Street is also a safety zone for the area between the chapel and the park.
 - Any vehicle parked along 200 South in this area must have a valid PSFA Food Vendor parking permit;
 - vehicles without valid permits are subject to ticketing or other fines determined by Payson City Police.

Festival Schedule:

- Ceilidh: Friday night 5:00pm to 9:00pm at the bandstand stage
- Saturday Bandstand Performances commence at 9:00am and continue all day into the early evening when the Festival officially ends at 7:00pm.
- Festival Parade: Saturday morning at 10:00 am. Commences in the parking lot behind ERA Brokers Real Estate at 100 North Main Street, and proceeds South down Main Street to 300 South, then into the Parkview Elementary School Playing Fields prior to Opening Ceremonies.
- Opening Ceremonies: Takes place at the termination of the Festival Parade on the Parkview Elementary School Playing Fields , and prior to the Pipeband competitions on the Piping Field.
- Dance, Athletic, Pipes and Band Competitions are in their designated locations throughout the day. Individual awards for Dance and Athletics Awards are presented immediately after their competitions in their respective locations. Pipeband Awards are presented at closing ceremonies on the Parkview Elementary School Playing Field at 6:00 pm.
- Closing Ceremonies and Clan of the Day Award Presentation at 6:00 pm on the Parkview Elementary School Playing Field.

Merchant Vendor Booths:

- Food is sold only at the registered Food Booths, with the exception of those vendors that have prior approval for pre-packaged items.
- **Merchandising requires a Utah Sales Tax Form be filled out upon arrival and setup.**
- **All vendors are expected to remain open and available until 7pm Saturday.**
- **Merchant Vendor Booth Set-up :**
- **Set Up on Thursday between 10am and 6pm**
- **Set up on Friday between 10am and 4pm**
- **Any exception to this Festival Schedule must be cleared in advance by the Festival Board.**
- Large Tents and all tents that are rented from local rental shops should be set up on Thursday. Contact Director to set up a time to meet at the park to make sure these are set up in the correct location.
- Vendors must be prepared to attend their space for the full duration of the Games
- Leaving the Festival early or arriving late needs to be pre-approved by the Festival Director.
- Booths are to be set up by Friday 5pm and remain open to the public until 6pm Saturday.
- Exceptions to set up schedule require prior arrangement with the Festival Director.
- **Vehicles are NOT allowed on the grass. Keep your vehicles on the paved areas.**
- After unloading, please remove your vehicle and park in one of the designated Parking Lots.
- For safety reasons, all vehicles must leave the grounds by 4 pm on Friday and 8am on Saturday.
- Vendors must provide their own canopy, table and chairs, extension cords, lights, etc
- **Vendors are responsible for removing their garbage to the dumpsters north & south of the park. Please Flatten cardboard boxes.**
- **Please leave the trash cans inside the park for patron usage.**
- **Overnight camping is NOT allowed on the Athletic Field at any time.**

● Vendor Booth Take-Down

- All sleep tents must be removed from Park grounds by 7am Saturday.
- It is expected that Clan and Vendor Booths be available to the public until 6 pm on Saturday. Booths can be taken down after 6 pm on Saturday. *Exceptions by prior arrangement only.*
- All participants are expected to be completely off the park premises by 9pm Saturday
- Vehicles may use the paved roadways only to *quickly* load up and exit the Park.

RV's

- RV's, trailers and other large vehicles may be parked in the lot just east of the park overnight.
 - For liability reasons, NO VEHICLES may be parked overnight in the church parking lot as per the LDS Church Policies. Vehicles left in the parking lot overnight are subject to ticketing or towing as per the determination of the Church Facility Management Group.
 - Please let us know the length of your unit so we can make sure there is room for you. Otherwise, there is plenty of room at the Walmart parking lot.
 - There are no hookups and dumping is neither available nor allowed.
 - Any exceptions will be evaluated on an individual basis.

Payson City Restrictions:

- **Fires:** No open fires, or gas/charcoal/electric grills are allowed in the Merchant Vendor Areas
- **Hook-Ups:** Water & Sewer Hook-ups are not available in or around the Memorial Park grounds
- **Dumping:** No dumping of any kind is allowed. Park trash receptacles are to remain in place as set.
- **Electrical:** Access is by prior arrangement. Provide your own cords. These may have to be 100' long, as electrical points are set far apart in the park.
- **Alcohol:** Sale or consumption, as well as illegal substances, is prohibited in the Park per Payson City ordinance 15.2.4.9 Possession or Consumption of Alcoholic Beverages
- **No Pets:** Per Payson City ordinance 15.2.4.5 *Animal Regulations*, Dogs, cats, birds, reptiles and other pets are NOT allowed in the park without permission authorized on a temporary basis by the Superintendent of Parks and Open Space of the City of Payson.

**Please note that failure to comply with these requirements will jeopardize the opportunity for you or your organization to participate at this or future Payson Scottish Festival events!*

Area Motels / RV Parks:

Quality Inn Payson - I-15
830 North Main Street
Payson
UT 84651
(801) 465-4861
1 Mile West of Venue

Quality Inn Spanish Fork North
632 Kirby Lane
Spanish Fork
UT 84660
(801) 798-9400
8.5 Miles North of Venue

Hampton Inn & Suites
462 East Commerce Way
Spanish Fork
UT 84660
(385) 248-0550
8.6 Miles North of Venue

**Microtel Inn & Suites by
Wyndham**
535 S 2000 W,
Springville, UT
(846) 638-4663
10.3 Miles North of Venue

Canyon View RV Park
2424 Powerhouse Rd,
Spanish Fork, UT 84660
(801) 804-4600
8.4 Miles North of Venue

**Springville/Provo
KOA Holiday**
1550 N 1750 W,
Springville, UT 84663
(801) 491-0700
12.5 Miles North of Venue