



51st Park City Kimball Arts Festival
Artisan Tasting Agreement

This year, the 2020 Park City Kimball Arts Festival (PCKAF) celebrates its 51st annual event on Park City’s Historic Main Street. The event begins at 5 P.M. on Friday, July 31, and continues through 6 p.m. on Sunday, August 2. The PCKAF marks summertime in the mountains for over 50,000 attendees, over 220 featured artists, beer and wine gardens, and musical stages with diverse genres.

ITEM	IMPORTANT DATES
<ul style="list-style-type: none"> • Signed Contract Due • Artisan Fees Due • Promotional/Marketing Items Due: <ul style="list-style-type: none"> - Logo (hi and low res versions) - Company bio • Photo 	<p>Friday, June 12, 2020</p>
<ul style="list-style-type: none"> • Liability Insurance Certificate Due • Copy of Food Handlers Permit 	<p>Friday, July 3, 2020</p>
<ul style="list-style-type: none"> • Artisan Set-up 	<p>Friday, July 31, 2020 5 A.M. – 3 P.M. *Specific time to be determined by Arts Festival Operations</p>
<ul style="list-style-type: none"> • Artisan Strike • Checkout with Utah State Tax Commission 	<p>Sunday, August 2, 2020 6 P.M. – 9 P.M.</p>

Please take a moment to carefully read the following information. As an Artisan, you are responsible for meeting the requirements of the Festival, obtaining the necessary permits and abiding by all Summit County Public Health Department and Park City Building Department codes, rules, and regulations.

This brief guide will help to answer any questions you may have and prepare you for an exciting and rewarding experience.

FESTIVAL/ARTISAN HOURS OF OPERATION:

- Friday, July 31, 2020 5 P.M. – 9 P.M.
- Saturday, August 1, 2020 10 A.M. – 8 P.M.

- Sunday, August 2, 2020 10 A.M. – 6 P.M.

FEES

Participation fee for the entire weekend is \$750.00 in Upper Food Zone (Wasatch Brew Pub parking lot) or \$950.00 on Main Street and/or Heber Ave. Fee is made payable to the Kimball Art Center on or before June 12, 2020. Limited spots are available in each location and vendor selection will be made at the discretion of Kimball Art Center. This rate is confidential.

The Kimball Art Center asks that as a selected Artisan for 2020 Park City Kimball Arts Festival you provide the following items required by Park City Municipal Corporation:

- Fee Payment (worksheet filled out)
- Equipment necessary to prepare/store food
- Tax ID # (listed on last page of agreement)
- Copy of Business License
- Copy of Health Department Permit (Summit County)
- Copy of Food Handlers' Permit
- Proof of Liability Insurance
- Utah state fire marshal inspection sticker

ARTISAN BOOTH SPACE

- Artisans will be supplied with a 10' x 10' space delineated by PCKAF staff. All Artisans will be required to contain their operations, including cooking appliances, point of sale and storage within their allotted space at all times.
- Artisans are required to provide all the necessary equipment to prepare and serve their menu items acceptable to health, building and fire regulations.
- Artisans will make every effort to use recyclable and/or compostable materials for all tasting instruments.
- Artisans may use their own tents. All tents shall be adequately anchored in accordance with the requirements of the Park City Building Department and local codes. For more information:
 - Park City Building Division: (435) 615-5100
 - www.parkcity.org/citydepartments/building
- Artisans are required to use recyclable and/or compostable food containers and utensils. No Styrofoam will be permitted. Initial_____
- **Artisans may not sell beverages of any type unless authorized in advance by the Kimball Art Center. Failure to comply will lead to a \$500 fine.** Initial_____
- Storage areas must be contained within your allotted space.
- All areas in and around your area must be kept clean at all times. Each area is required to supply at least one clean and lined garbage can for public refuse. Artisans are responsible to empty this receptacle frequently.
- Composting bins will be provided. Artisans are required to use these bins and direct customers to use them as well.
- If you have questions, please contact PCKAF staff.

SET---UP/STRIKE AND PARKING

- Friday Equipment Set-Up July 31, 2020 Assigned Time

- Equipment Strike August 2, 2020 6 P. M. – 9 P. M.
- Utah State Tax Check Out August 2, 2020 6 P. M. – 9 P. M.

- Please call if you have special set-up/dismantle requirements.
- Artisans must abide by all parking and equipment set up direction from all Festival staff.
- All areas will be clearly marked on the street.
- Artisans may not exceed their allotted space.
- We strongly suggest that you use a hand truck to facilitate load in.
- The PCKAF retains the right to extend Festival hours as crowds warrant.
- Booth strike will begin August 2 at 6 P.M. Artisans may not strike or close their booth before the published Festival hours.
- All equipment must be removed from the Festival grounds by 10:00 P.M., August 2.
- Artisan must check out with the Utah State Tax Commission on Sunday, August 2 from 6 P.M. – 9 P.M. at the Arts Fest Headquarters.

SITE INSPECTION

- Issues with your location must be reported to Festival staff immediately. Artisans are responsible for returning the vending site to its original physical condition.
- Improper disposal of waste materials (i.e. disposing of grease in a storm drain) will be reported to the Summit County Health Department and the Park City Police. The participating vendor is fully responsible for any fee/ticket issued for failing to comply.

LICENSES/PERMITS

- Artisans shall meet all state, county and city health and safety requirements.
- **Artisans must obtain their own food handling and business licenses and permits.**
- Artisans will be subject to daily inspections by Festival staff, Park City Building Department, and the Summit County Public Health Department.
- Failure to pass inspection will result in immediate closure of Artisan's booth.
- If you have further food safety questions please call Summit County Health Department.

Leslie Freeman, Environmental/Food Safety
 Direct Line: 435-615-3918
 Summit County Health Department
 6505 N. Landmark Drive Park City, Utah 84098
 Office: 435-615-3910
 Fax: 435-615-3926
www.summitcountyhealth.org

LIABILITY INSURANCE

- You are required to carry \$1,000,000 liability insurance.
- You are required to issue a certificate of insurance listing Kimball Art Center and the 2020 Park City Kimball Arts Festival as additional insured.
- Failure to provide the certificate of insurance by July 3, 2020 shall result in immediate cancellation of this agreement. No refund will be provided.

ELECTRICITY

- Goal Zero generators are approved but no other form of electricity or generator may be used.

WASTEWATER

- Wastewater must be disposed of in the supplied and clearly marked disposal unit.
- Please do not dispose of wastewater in the street, sewers or flowerbeds.
- Please make provisions to immediately mop up any standing water.

GREASE

- Grease must be disposed of in the supplied and clearly marked disposal barrels.
- Must provide a non-flammable covering underneath your cooking area.
- Must ensure grease-catching sheets extend beyond primary cooking area.

TRASH

- You are responsible for keeping your area clean at all times.
- All areas are expected to keep their areas free of trash, litter, waste, water, etc.
- Trash must be disposed of in the supplied and clearly marked disposal units. Disposal units will be available adjacent to the Artisan areas.
- **We require you to recycle and compost.**
- Artisans are responsible for disposing of their own trash through the duration of each event day. Do not leave any waste behind.

FIRE SAFETY

- Park City Fire Department and the Park City Building Department will inspect the food service areas daily. Violations will cause immediate closure of the booth until the issue is rectified.
- All canopies, tents and enclosures must be fire rated.
- **NO** tarps are allowed.

ONSITE STORAGE & REFRIGERATION

- Refrigeration is NOT available.
- Storage outside your booth for any supplies or inventory is not allowed.

SOFT DRINKS & BEER

- **Artisans may NOT sell, distribute or otherwise disseminate soft drinks, water, juice, wine, beer, liquor, energy drinks or beverages of any type unless authorized by the Park City Kimball Arts Festival in advance. Failure to comply will lead to a \$500 fee. Sales of unauthorized beverages will result in the immediate closure of your booth.** Initial_____
- Artisans may not use cups, plates, displays or other elements that may conflict with the Park City Kimball Arts Festival official suppliers and sponsors. Sustainable materials (i.e. recyclable and/or compostable) are required.

CHANGES

- The Kimball Art Center reserves the right to change, modify or include clauses to the above rules and

regulations at will and without prior notice.

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51st Park City Kimball Arts Festival
July 31st – August 2nd, 2020
Artisan Tasting Agreement

Name of Business: _____

Contact Person: _____

Mailing Address: _____

Mobile Phone: _____

Email: _____

The following forms must be completed and submitted by Friday, July 3, 2020. Executed agreement and fee payment to Kimball Art Center by Friday, June 12, 2020.

- Tax ID # (listed on last page of agreement)
- Fee Payment (worksheet filled out)
- Copy of Business License
- Copy of Health Department Permit (Summit County)
- Copy of Food Handlers' Permit
- Proof of Liability Insurance

I, _____ of _____ company, has read the Executive Summary/Arts Festival guides attached to this form and agreed to abide by all requirements listed for the 2020 Park City Kimball Arts Festival.

Signature: _____

Date: _____

Please send all materials and signed artisan form to:

Hillary Gilson
Kimball Art Center

P.O. Box 1488
Park City, UT 84060

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Fees Worksheet Form

Name of Business: _____

In consideration, as an Artisan participant in the 2019 Park City Kimball Arts Festival, the following fees shall be paid by check to the Kimball Art Center on or before June 14, 2019:

Booth/Space Fee: **\$750.00 Upper Food Zone or \$1,250.00 on Main Street or Heber Avenue**

All fees are due by Friday, June 12, 2020.

Please make checks payable to the Kimball Art Center.