

## Vendor Application Instructions

Vendor booths fees will increase for applications postmarked after August 15.

Vendors are selected based on product quality, product variety, product appropriateness, and space availability.

The vendor coordinator will contact vendors directly when their application has been approved for the event. Until you are contacted, you are not approved.

### Application checklist:

- The Vendor application (page 2 of this document)
- An itemized list of all merchandise, limit to one page (you will be only allowed to sell what is on your list. We reserve the right to inspect any and all items brought onto the park to be sold and to refuse the sale of items.)
- A money order or cashier's check payable to "City of Green River" (save your receipt until you have been accepted as a vendor, your check will be returned if you are not accepted as a vendor)
- Proof of Liability insurance is required; city must be listed as secondary insured. (If you do not currently carry this insurance it may be obtained after being accepted as a vendor but you must provide a certificate within two weeks after being accepted.) Craft and Product Vendors can add the opt-in insurance to their booth fee and the city will collect the money and pay the insurance company. Food vendors or vendors offering services must obtain their own insurance.
- All vendors need to have read and agreed to the 2017 Melon Days vendor guidelines (see melon-days.com for a copy)
- Food vendors must provide a copy of current food handlers permit
- Check-in is 5:00–7:00pm Thursday evening and 7:30am–2:00pm Friday. *Both returning and new vendors may set up booths only after check-in.*

### Mail applications to:

Melon Days  
PO Box 620  
Green River, Utah 84525

Official Melon Days Application

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

SS# or Tax ID# \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Food Vendors: cost of booth \$100 (\$115 after Aug 15)

Only one booth space per food vendor

Do you need power? Yes / No (food vendors only)

If you need more than two 110 plug-ins, you will need to provide a quiet generator for the extra power needed

Product/Arts and Craft Vendors: cost of each booth space \$70 (\$80 after Aug 15)

How many spaces will you need? (max 3) \_\_\_\_\_

\_\_\_\_ (check here) to add Opt-in insurance- \$39 - add to your registration fee.

Other Vendors: cost of each booth space \$70 (\$80 after Aug 15)

How many spaces needed? (max 3) \_\_\_\_\_

I have read and accept the Vendor Guidelines at [melon-days.com/vendorguidelines](http://melon-days.com/vendorguidelines).

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\*If you have questions/concerns are not addressed at [melon-days.com/vendorguidelines](http://melon-days.com/vendorguidelines), call 435-820-0592(leave a message) or [grmelondays@yahoo.com](mailto:grmelondays@yahoo.com).