South Ogden Days Vendor Packet June 20, 2026

Please read the entire packet before signing up as a vendor.
No refunds will be given for vendor spaces.

Visit our website at:www.SouthOgdenDays.com

Event Location:
Friendship Park 692 E. 5500 S. South Ogden
Event Hours: 4:00pm – 10:00pm
Vendor Time: 1:00pm – 11:00pm

Non-Food Products:
Businesses and organizations wishing to participate with merchandise sales or information/interactive only booths will submit details and purchase a space once application is reviewed.
Set up for all will be on grass.

Food Items:
In order to eliminate product saturation, ALL food, treat and beverage vendors will submit an application of interest and only pay if and when accepted.
Food Vendor location TBD based on number of non-food booths, space and festival layout. Priority may be given to food trucks and trailers for ease of setting up on concrete.

Primary Contact:
Danielle Bendinelli: *Communications & Events*
Email: dbendinelli@southogdencity.gov

Answers that can be found in the packet may not receive a response to questions.

INFORMATION FOR ALL VENDORS

The South Ogden Days market area will be active on Saturday, June 20, 2026, with hours from 4pm-10pm. During this timeframe there will be vendors, food trucks, activities, a car show, mainstage entertainment, and fireworks.

Non-Food Products:
Businesses and organizations wishing to participate with merchandise sales or information/interactive only booths will submit details and purchase a space during shortly after application is reviewed/approved.

Food Items:
In order to eliminate product saturation, ALL food, treat and beverage vendors will submit an application of interest and only pay if and when accepted. ***The selection committee will be made up of a jury of residents.***

Those attempting to try and pay during registration under another category, will not be invited to participate and no refunds will be given.

Vendor Spaces Overview

When signing up, please choose if you are a food or non-food vendor. Food vendors will need to note if they are using a 10x10 pop up or a food truck.

- South Ogden Days **will not provide generators or other electrical sources** to any vendors. Vendors will be responsible for their own generators and
- Vendors are responsible for providing their own table, chairs, and shade/canopy. Canopies must be secured by a weight system of a 25lbs minimum per tent leg.
- This is a free family-friendly event for all ages. All vendors agree to sell items that do not contain expletives, graphic/inappropriate art, photographs, or other items not suitable for children.
- Vendor setup will be from 1pm-3:15pm on the day of the event. All support vehicles loading merchandise, chairs, canopies, etc., must be out of the vendor area no later than 3:00pm/ For at this time we will close the main gates.
    - If you arrive later than 3:00pm- you must be able to walk all items, including tents, chairs, tables, to your vendor area from the parking lot. Additional gate security will also be in place that may slow down your entry.
- Vendors must be ready to open by 4pm.

- Vendors not requiring a support vehicle can begin teardown/removal after 9:30pm (show closes at 10pm). The event is inside a gated area. Support vehicles will not be permitted in the vendor area until around 10:30pm when the park has been cleared of pedestrians by the police. **If you pull a vehicle, including food trucks, on or off the field without explicit permission and an escort by the police/city/fire department, between 3:00pm-10:30pm you will be cited by the police department.**

Vendor Information Day of Event

Map

- See below.

Parking

- Vendor parking access **only** through South Ogden City Public Works located at 5594 S 600 E. Turn East off Adams Ave. Parkway (Directly across from the large water tank) at 5600 S, travel to the end of the road and turn left (North).
- Check-in before setting up is required. DO not try and park or load in from an unauthorized area or without checking in.
- Parking Spots in the Vendor parking area are first come first served. It's highly recommended you onload items, go park your vehicles, and then go back to complete set up.

Vendor Badges (Non-booth)

- A limited number of badges will be available at vendor check in for vendors selling around the park outside of a booth (glow items, drinks, popcorn, etc.) **These types of vendors are required to always wear this badge and must be approved no later than one week in advance of the event. No exceptions. *Anyone selling items without a registered vendor badge will be removed from the park.*** If you see someone selling items without a badge, please text Danielle B. 801-390-9460 immediately.

Setup

- **Saturday, June 20th, 1pm-3:15pm** – all support vehicles that are not being used for vending must be off the grass and out of the gated area by 3:00pm.

- **<u>All vendors must</u>** arrive during the setup hours (unless previously arranged).
  Upon arrival, you will:
  1. Check in with the vendor coordinator stationed near the VIP/Vendor parking area.
  2. Sign Liability Waiver if not previously done.
  3. Present your Temporary Food Service Permit (food vendors only)- please visit www.webermorganhealth.org for more information.
  4. Move into the next available space, based on arrival. Orientation and space requirements are not guaranteed. If you have any special setup needs, including larger food trucks, please come at the beginning of setup at 1pm.
  5. Complete setup.
  6. Move any support vehicles to the vendor lot before 3:00pm.

<u>Tear Down</u>

- **Non-vehicle:** You may start to tear down your booth after 9:30pm on Saturday, June 20 provided you do not require a support vehicle and can walk items out of area.
- **Vehicle required:** You may pull your vehicle onto the grass beginning around 10:30pm on Saturday, June 20. **NO VEHICLES WILL BE ALLOWED TO PULL ONTO THE GRASS UNTIL THE PARK LIGHTS HAVE BEEN TURNED ON AND FOOT TRAFFIC HAS CLEARED. South Ogden Police Department will issue you a citation if you do not follow these instructions.**

ADDITIONAL INFORMATION FOR ALL VENDORS

<u>Waste</u>

- **All vendors must ensure that all waste, garbage, and debris is picked up and disposed of properly. Failure to do so will result in a fine of up to $100.00 issued by the police department.**
- Garbage **must** be placed in one of the large roll-off dumpsters located in the parking lot north of the elementary school. Please **do not** use the small garbage cans around the park.
- Oil or grease waste must be taken with the vendor out of the park. Please do not dump it on the grass or in the dumpsters. If you pack it in, please

pack it out with you.

- Gray Water Waste: We have rented a "gray water" disposal unit. It will be located next to the fieldhouse near the tennis courts. **Do not** use the restrooms for disposing of wastewater.

Beverages

- We do not have a beverage sponsor for 2026.
  - We will not have an ice-truck at the park due to the condensed time frame. Please plan accordingly and supply your own ice.
  - You are welcome to sell any brand of drinks at this event.
- Alcoholic beverages **are not allowed** in and **cannot be sold** in the park.

Permits

- The Utah State Tax Commission **requires all vendors** to obtain a Temporary Sales Tax License. Temporary Sales Tax Licenses will now be sent directly to a vendors mailing address by the Utah State Tax Commission.
- South Ogden City will be collecting the required information during the application process and providing a list to the state of expectations.

EXAMPLE OF REQUIRED INFO

Please note taxes will need to be remitted through a TC-790C even if you already have a Sales Tax Account.

Provide your current account information (Only one required)	Check one if EIN was used:
Federal Employer Identification Number: (EIN) _____	LLC ☐ CPT ☐ Partnership ☐
Vendor Sales Special Event Account ID (SSE) _____	OR
Social Security Number (SSN): _____	OR
Taxpayer Identification Number (ITIN): _____	OR
Utah Sales Tax Account ID (STC): _____	

- Food vendors **must** have the appropriate permits from the Weber-Morgan Health Department, **or they will not be allowed entry**. This includes vendors sampling food from pre-packaged containers.
  - You may contact Cynthia at the Weber-Morgan Health Department by calling 801-399-7100.
  - You can apply in person at the Environmental Health Division (477 23rd St. Ogden, Utah) Monday - Friday 8am-5pm or online at http://www.webermorganhealth.org/environmental-health-services/food-services/
  - You can also email the application to envhealth@co.weber.ut.us
  - Please visit the Weber-Morgan Health Department website for any permit questions or pricing.
  - The Health Department will be at the park Saturday afternoon to inspect all food vendors.

This map is subject to change before evet. Festival fencing and entrances are not yet shown.

Map of general event location and area.