

North Ogden Night Market — Vendor Agreement

1. Purpose & Acceptance

By applying to participate in the North Ogden Night Market (“Event”) hosted by Wasatch Forward, vendors agree to comply with all rules, regulations, and policies outlined in this Vendor Agreement. Submission of an application **does not guarantee acceptance**. Applications and supporting materials will be reviewed by Event Management, and vendors will be notified upon acceptance or denial.

Event Management reserves the right to deny any vendor for any reason not protected by standard non-discrimination laws.

2. Permits & Licensing

Vendors are responsible for obtaining and maintaining all legally required permits, licenses, and certifications.

Food Vendors & Food Trucks

- Must comply with Weber County Health Department regulations.
- Every person handling food must have a **current Utah Food Handler’s Permit**.
- All required permits must be uploaded prior to attending the event and **displayed prominently** at the booth.
- Food vendors must have their Cottage Food License.
- Food trucks must have their Mobile Food Business Permit.

Please visit [Utah Department of Agriculture and Food](#) or [Weber County Health Department](#) for more information on how to obtain your permits.

3. Booth Setup & Operations

Event Day Requirements

- Vendors must provide their own tent, tables, chairs, and displays.
- **Tent weights are mandatory**: minimum **40 lbs per leg**.
- Electricity is **not provided**.
- Generators are allowed.
- All signage and materials must remain **within the booth footprint**.

Check-In & Setup

- Check-in begins **1.5 hours before event start**.
- Booths must be fully set up **15 minutes before opening**.
- Late setup may result in exclusion from future events.

Take Down

- Early teardown is **not permitted**.
- Vendors must remain open for the full duration of the event.

4. Waste, Cleanliness & Environmental Standards

- Vendors must keep their booth and surrounding area clean.
- All waste must be **carried out**; use of public bins is prohibited.
- Failure to comply may result in fines.

5. Attendance & Communication

- Vendors must attend full day unless prior notice is given.
- Absences must be communicated **72 hours in advance** (or earlier depending on event day).
- No-Shows will result in a \$50 fee.
- Consistent attendance ensures a balanced and successful event.

6. Payment Policies

- All fees are **non-refundable**.
- Invoices must be paid **before the vendor's first event date**.
- Vendors with unpaid balances will not be permitted to vend.

7. Approved Products & Sales Restrictions

- Vendors may only sell items listed and approved in their application.
- Changes must be approved in writing.
- No MLM, resold items, political groups, religious groups, or donation-based activity.
- Non-profits or environmental partners may collect donations but **not vendors**.
- Established Vintage/Consignment Boutiques are allowed.

8. Vendor Conduct

All vendors must maintain a safe, pleasant, and respectful environment.

Prohibited behaviors include:

- Discrimination
- Lewd or profane language
- Harassment or abusive behavior
- Interference with other vendors or staff
- Theft or property damage

Vendors must wear appropriate clothing and maintain good hygiene.

Event Management reserves the right to remove any vendor for disorderly conduct without refund.

9. Liability & Indemnification

Vendors assume full responsibility for their products and actions.

The North Ogden Night Market, Wasatch Forward, its staff, volunteers, and North Ogden City are **not liable** for injury, theft, or damage occurring before, during, or after the event.

Vendors agree to indemnify and hold the Event harmless from any claims, damages, or legal fees resulting from vendor actions.

10. Non-Compliance

Event Management may:

- Request removal of any vendor or product
- Refuse participation or continued participation
- Enforce fines
- Remove vendors without refund

11. Media & Marketing

Vendors consent to being photographed or filmed for promotional use.

Vendor Promotion Requirements

Vendors are encouraged to actively promote their participation in the North Ogden Night Market through personal and business channels, including but not limited to:

- Instagram, Facebook, TikTok, and other social platforms
- Email newsletters
- Website announcements
- In-store signage or printed materials

Consistent vendor promotion helps strengthen overall attendance and community engagement.

Branding & Representation

Vendors agree to:

- Use official Wasatch Forward's North Ogden Night Market branding assets when provided
- Avoid creating unofficial logos or marks that imply ownership of the event
- Ensure all promotional materials accurately represent event dates, times, and location
- Maintain professionalism and positivity when referencing the event publicly

Event Photography & Videography

By participating in the North Ogden Night Market, vendors grant permission for Event staff, contracted photographers, and approved media partners to capture photos and videos of:

- Vendor booths
- Vendor products
- Vendor interactions with patrons
- Event atmosphere

These materials may be used for:

- Social media content
- Website features
- Press releases
- Advertising campaigns
- Sponsor decks

Vendors waive any rights to compensation for the use of such media.

Vendor Spotlights & Interviews

Event Management may select vendors for:

- Social media spotlights
- Short interviews

- Behind-the-scenes features
- Reels/TikTok content
- Newsletter highlights

Participation is optional but strongly encouraged, as these features increase vendor visibility and customer engagement.

Content Guidelines

To maintain a cohesive and family-friendly brand identity, vendors agree that any content created at or about the North Ogden Night Market must:

- Avoid profanity, harassment, or discriminatory language
- Avoid political or religious messaging
- Avoid misrepresentation of the event or other vendors
- Respect the privacy of patrons unless consent is given
- Avoid filming minors without parental permission

Use of Vendor Media

Vendors may capture their own photos and videos at the event for promotional use, provided they:

- Do not obstruct walkways or disrupt other vendors
- Do not interfere with Event staff or scheduled entertainment
- Do not use drones without written approval
- Do not film inside another vendor's booth without permission

Tagging & Social Amplification

Vendors are encouraged to tag our official account to help amplify reach:

- **Instagram:** @wasatchforward

Event Management may re-share vendor content at its discretion.

12. Agreement

By submitting an application and attending the event, the vendor acknowledges they have read, understood, and agree to abide by all terms in this Vendor Agreement.