

PAYSON SCOTTISH FESTIVAL
Non-Profit/Educational Booth Registration Form

Festival Date: **July 12-13, 2019**
Festival Location: Payson Memorial Park
250 South Main Street
Payson, Utah
Entry Form Due Date: **1 June, 2019– on or before this date**
Application Late Fee: After June 1, 2019 a \$25 late fee applies
Vendor Booth Schedule: **Friday 5 pm to 9 pm; Saturday 9 am to 6 pm**
Exceptions to Schedule: All exceptions are at PSFA Board's discretion
Make checks payable to: **Payson Scottish Festival Association**
c/o Shauna Phelps
8722 South 6200 West
Payson, Utah 84651
Phone Inquiries: 801 722-4446
Festival Director: Maggie Richey (801) 427-5713

Rep Name: _____ Phone: _____ - _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

What will you be showing or demonstrating to the public?: _____

Do you plan on selling any items? YES ___ NO ___ If so, what? _____

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

Website: _____

10' x 10'/12' - **\$65** 10'/15' x 15' - **\$80** (largest allowed) \$ _____

OTHER FEE CHARGED: (As determined by PSFA) \$ _____

Vendors receive 2 parking permits or 1 trailer/RV permit with registration. Maximum allowed is four (4). Total number parking permits needed: 2 ___ 3 ___ 4 ___ RV ___

Due to legal matters, we cannot offer additional parking passes. Additional vehicles will need to arrive early to secure a parking place for the entire day on Saturday.

Bring Your Own: Canopy, table and chairs, extension cords, lights, etc.

Late Fee (applications received after May 15th) **\$30.00** \$ _____

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.

ELECTRICAL FEES: Made payable to **City of Payson \$30.00** \$ _____

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. You will need to have access to internet to receive your registration information. We are not responsible for getting information to you in the event of failure on your part to obtain internet access for any reason. Pick up your parking passes and a schedule of events from the Registration Booth before you set up on Friday.)

SEND PACKET TO:

Email address _____ Alternate email _____

Festival Agreement

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

(Signature of Booth Rep) (Date)

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.
<http://www.paysonutah.org/img/File/CityCode/Title%206%20Adopted%2002-20-13.pdf>

Fees:

- A **\$35** fee is charged on all NSF returned checks and may disqualify your participation in the Festival
- All fees are **Non-Refundable** upon receipt of payment and approval of the application or registration form by PSFA

Parking for Vendors, Clans, Athletes, Dancers & Pipes & Bands:

- THERE IS **NEVER** ANY PARKING ON MAIN STREET EXCEPT TO UNLOAD ON FRIDAY BEFORE 3PM. THERE IS **NEVER** ANY PARKING ON 200 SOUTH FOR CLANS, MERCHANT VENDORS OR ATHLETES.
- Parking for **Food Vendors** for two (2) vehicles is directly behind the food booths along the north edge of 200 South. Additional parking is located at the chapel parking lot on the west side of Main Street. You will receive 2 passes which is included in your registration or application fees. Maximum number of passes is 4 due to limited parking space and legal issues.
- Parking for **Merchant and Non-Profit Vendors** is in the chapel parking lot to the west of the Park. You may not park anywhere on Main Street between 200 South and 300 South. You will receive 2 passes which is included in your registration or application fees. Maximum number of passes is 4 due to limited parking space and legal issues.
- Parking for **Clans** is the parking lot on the north side of the park or the chapel parking lot. You will receive 2 passes which is included in your registration or application fees. Maximum number of passes is 6 due to limited parking space and legal issues.
- Parking for **Athletes** is the parking lot on the east side of the park and the school parking lot. You will receive 1 pass which is included in your registration or application fees. Your friends and family will have to fend for themselves along with the general public due to limited parking and legal issues.
- Parking for **Pipes & Bands/Solos** is the chapel parking lot. You will receive 1 pass for an individual soloist unless you are attending with a band, in which case you will use your band passes. Bands will receive one (1) pass per vehicle being used during the competition for travel which is included in your registration or application fees. Your friends and family will have to fend for themselves along with the general public due to limited parking space and legal issues.
- Please write in the license plate number of the vehicle being used on the pass when you park. These passes cannot be transferred from one vehicle to another. Display clearly in the vehicle's front windshield.
- Vehicles without permits will not be allowed to park in designated areas.

Public Parking:

- There will be **absolutely no public parking along 200 South between Main Street & 100 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, Board Member or Bandstand Performer parking permit; vehicles without valid permits are subject to ticketing or other fines determined by Payson City Police.

Festival Schedule:

- Ceilidh: Friday night 5pm-9pm at bandstand stage

- Saturday Bandstand Performances commence at 9:00am and continue all day into the early evening when the Festival officially ends at 6 pm.
- Clan Presentations: Saturday morning at 11:30 am. Commences at northeast corner of the park and proceeds through Memorial Park and ends on the Main Street prior to Opening Ceremonies.
- Opening Ceremonies: Takes place at the termination of the clan presentation on Main Street at 12:00 pm between the solo competitions and the band competitions.
- Dance, Athletic, Pipes and Band Competitions are in their designated locations throughout the day. Individual awards for Dance and Athletics are presented immediately after their competitions in their respective locations. Pipes and Band Awards are presented at closing ceremonies on the Piping Field at 5:00 pm.
- Closing Ceremonies and Clan of the Day Award Presentation at 5:00 pm on the Piping Field.

Merchant Vendor Booths and Clan Tents:

- 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 Booths & Clan Tents are expected to remain open and available to the Festival participants until 6 pm Saturday.
- Any exception to this Festival Schedule must be cleared with the Festival Director.
- Merchant Vendor Booth Set-up:
 - Set up on Friday between 7am and 3pm
 - Set up on Saturday before 8am
 - 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 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 Festival Director.*
 - Vehicles may use the paved roadways in the park to unload equipment and supplies but must stay off the grass areas with their vehicles.
 - Motorized vehicles are not allowed on the grass. Keep your vehicles on the paved areas.
 - After unloading, please remove your vehicle and park in the 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 provide their own table coverings and sun/rain/wind protection. There are a limited number of tables and chairs for rent from PSFA.
 - Vendors are responsible for removing their garbage to dumpsters north & south of the park. Flatten 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 10pm 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's policies. Vehicles left in the parking lot overnight are subject to ticketing or towing as per the determination of the Church's 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 Clan or 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.
- **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.

<http://www.paysonutah.org/img/File/CityCode/Title%206%20Adopted%2002-20-13.pdf>

****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

820 South Main Street
Payson, Utah 84651
801 465-4861
.6 miles from PSFA venue

Western Inn

632 Kirby Lane
Spanish Fork, Utah 84660
801 798-9400
8.54 miles north of PSFA venue

Best Western

1455 North 1750 West
Springville, Utah 84663
(801) 489-3641
12.4 miles north of venue