



# 4th of July Celebration

## Vendor Application Packet - Page 1

*Application deadline: May 24th, 2016. Late fee of \$25 May 25th-May 30th, 2016.*

*No applications after June 1st, 2016. email to: Huntsvilletown4th@gmail.com*

Organization/Business: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Booth Choice: \_\_\_\_\_  
 Tax ID or SSN (required): \_\_\_\_\_ Driver License (required): \_\_\_\_\_

**FEES: PLEASE DO NOT PAY YOUR FEES UNTIL YOU RECEIVE AN EMAIL ACCEPTANCE**

- Retail Booth, Large Game booth.....\$60
- Food Booth.....\$100
- Small Game Booth.....\$35
- Information Booth/NPO.....\$200 (\$60 if you provide an approved game)
- Electricity.....\$15 (complete load & circuit chart below)

Item description	watts	volts	amps	Comments

Late Fee .....\$ \_\_\_\_\_  
**TOTAL Fees** .....\$ \_\_\_\_\_

Please list every item for sale. Attach an additional page if needed. You will only be allowed to sell the items listed below. Vendors are not permitted to sell popsicles, icecream, candy, pop, water, or drinks of any kind. They may not sell light up toys or glow sticks. Huntsville Town reserves the right to sell these items.


I have read the vendor information page and agree to abide by the Vendor Regulations for Huntsville Town 4th of July Celebration.

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



## Indemnification and Hold Harmless Agreement - Page 2

As a booth owner/operator at the Huntsville Town 4th of July Celebration, I hereby agree to indemnify Huntsville Town, Utah, its agents and employees from any losses (including, but not limited to, liability losses, property damage and attorney fees) which result from the operation of my booth at the Huntsville Town 4th of July Celebration. I also agree to hold Huntsville Town, Utah, its agents, volunteers and employees harmless from any claims of liability or property damage brought against the Town, its agents, volunteers or employees as a result of my operation of a booth at the Huntsville Town 4th of July Celebration. This indemnification and hold harmless agreement shall include damages caused by or claims which arise, as a result of my activities in setting up and taking down my booth and shall extend to damages caused by or claims made by myself, my agents or employees and any third party. This agreement shall also include paying any attorney's fees Huntsville Town Utah, its agents, volunteers or employees incur in defending any claims. I also agree to abide by all state, local and federal laws in operating my booth, including all applicable health codes. In addition, I agree to follow all rules and regulations relating to the Huntsville Town 4th of July Celebration and any written or verbal directions from the director of the Huntsville Town 4th of July Celebration, or the Huntsville Town 4th of July Booth Vendor chairperson and his/her authorized representatives.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Business / Organization:** \_\_\_\_\_

### **Food Vendors**

ALL food vendors are required to obtain a [Temporary Food Service Permit](#) (this is not the same as a [Food Handlers Permit](#) or a [Business License](#)).

Contact Weber Morgan Health Department to request a permit application. THIS PERMIT MUST BE FILLED OUT AND PAID FOR 14 BUSINESS DAYS PRIOR TO THE EVENT.

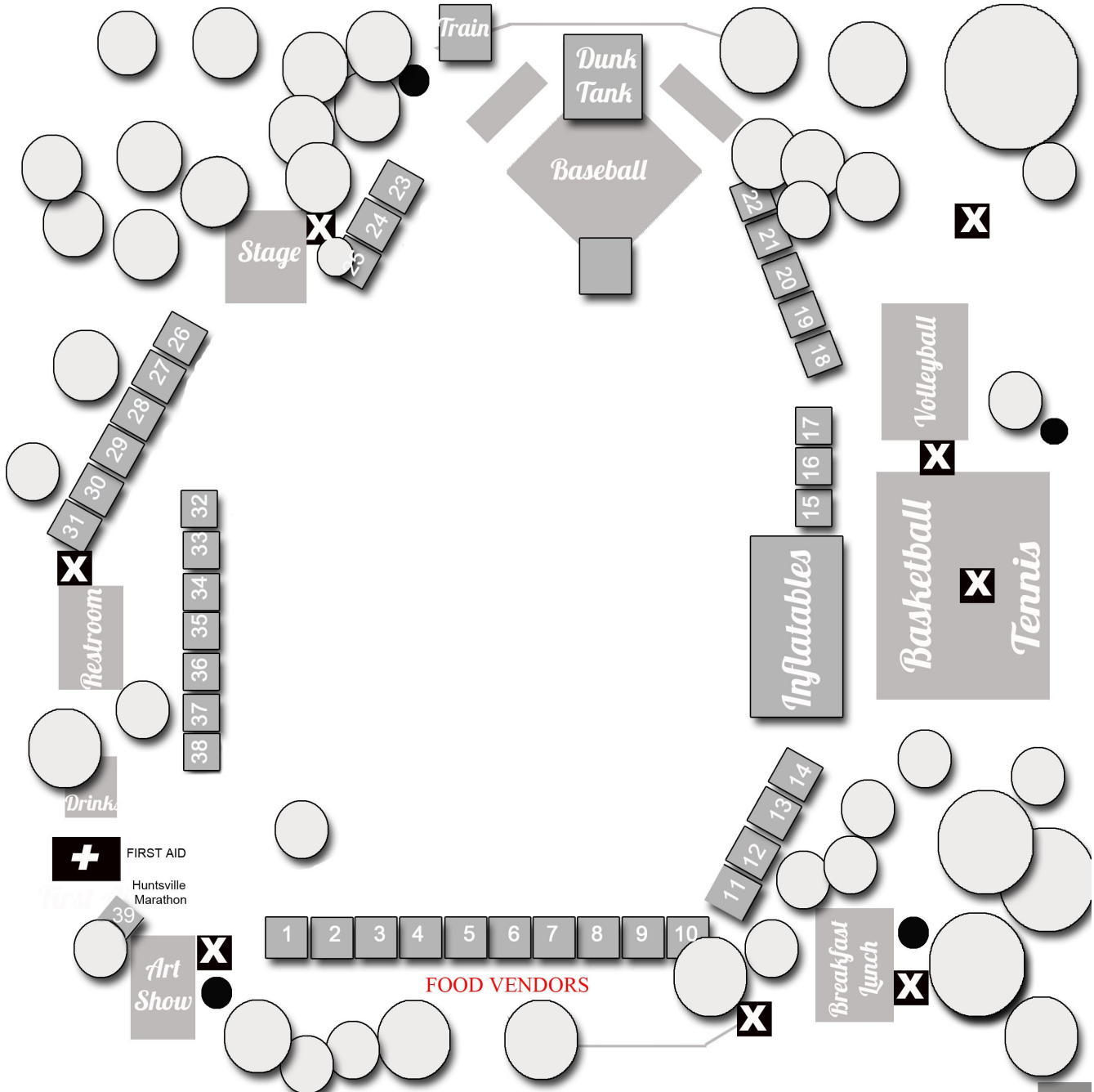
**Weber-Morgan Health Department**  
477 23rd Street, Ogden Utah  
(801) 399-7160 or <http://www.webermorganhealth.org>

A copy of your Temporary Food Service Permit must be displayed at your booth during the Celebration. Vendors must also have a person with a current Food Handles Permit inside their booth at all times. Vendors without these permits will be shut down for the day.

# Huntsville Town 4th of July Park Map

**Key:** ● = Water  
 X = Power  
 + = First Aid

○ ○ = Trees  
 □ = Booth Spaces



This is page is for your information. **Only submit pages 1-2.** This Map is subject to change each year. If more than one vendor chooses the same booth, it will go to the vendor who applied first. Only Food Vendors may choose Booths 1-10. **Please place your booth choice on the space provided on Page 1.** Scan first two pages of application and email them to:  
**huntsvilletown4th@gmail.com**



January 1, 2016

Huntsville Town 4th of July

P.O. Box 267

Huntsville UT 84317

(801) 745-3420

Huntsvilletown4th@gmail.com

Dear Vendor:

Huntsville Town would like to extend an invitation for you to join us for our 2016 Huntsville 4th of July Celebration. We are excited for you to share your talents, menu items, and unique gifts at the booth segment of our celebration and hope you will join us. Enclosed you will find an application, a map of booth locations, and vendor's rules and information. Please make copies of all forms for your own records and email us a copy of page 1 and 2 of your filled out application. **PLEASE DO NOT PAY YOUR FEES UNTIL YOU HAVE RECEIVED AN EMAIL CONFIRMATION LETTING YOU KNOW YOUR APPLICATION WAS APPROVED.**

Email now to reserve your space. Booths are sold on a first come, first served basis. We will try to accommodate each request; however, choices do not guarantee booth assignment. Your tax packet will be given to you the morning of the celebration. In an effort to keep diversity at the 4th, Huntsville town reserves the right to limit the number of vendors selling the same type of product and/or service.

You may send application to: **Huntsvilletown4th@gmail.com.**

We are very excited for this year's festivities. We anticipate thousands of people attending throughout the day. Events will begin at 7:00am and end after the Fireworks at 10:00pm. Booths will operate from 9:00 am until 5:00pm. You may stay longer if you wish, but you must be set up before 8:00am. We would love to have you join us for the Huntsville 4th of July and look forward to an exciting and fun event. If you have any questions, please email me at the email above.

Wendy McKay

Booth Coordinator

Huntsvilletown4th@gmail.com



## Vendor Regulations

### GENERAL INFORMATION

- The Huntsville 4th of July celebration is FREE to the public.
- All booths are laid out on grass with a few exceptions.
- Booth spaces are 10' wide by 10' deep. Displays must be contained within your space. If you require space larger than 10' by 10', you will need to purchase an additional space.
- Huntsville Town will not be responsible for the loss or damage of merchandise or equipment in the booth area, nor do we assume any responsibility for any liability incurred by any booth operator.
- Vendor booths must be open and staffed between the hours of 9:00 am and 5:00 pm on July 4th.

### FEES

Retail Booth, Large Game booth.....	\$60
Food Booth.....	\$100
Small Game Booth.....	\$35
Information Booth/NPO.....	\$200 (\$60 with an approved game for kids)
Electricity .....	\$15
Late Fee.....	\$25

- the Application Deadline is May 25th, 2016 at 5:00pm. After that late fees apply. After June 1st, no applications will be accepted. Refunds will not be issued after this date.
- Payment Online, and in full, is required to secure your reservation
- The celebration is held rain or shine --No refunds will be given due to the weather.
- All refunds are subject to a \$10 processing fee.

### BOOTH APPEARANCE

- Vendors providing their own booth shelter/canopy must anchor them to the ground with weights or stakes in times of wind. In the event of high winds, booth owners are responsible for the liability, security and safety of their structures.
- Vendors are required to provide a sign for the front of their booth, displaying their vendor name. All booths should be neat and tidy.
- Food vendors are required to display their Food Handler permit in plain site.
- All equipment, supplies and overstock must be stowed and hidden away within the space provided (food vendors excepted. You may use the back of your booths for your vehicle and supplies).

### WATER

- A source of culinary water is provided to food vendors in 3 corners of the park. We do not provide hoses or other water transportation methods.

## SET UP & CLEAN UP

### Set up

- You may set up your booth on July 3rd from 5:00- 7:00 pm, or before 8:00 am on July 4th. You may not drive your vehicle on the grass with the exception of the Food vendors on the South side of the park, and the Large Inflatables or large mechanized rides. Food Vendors may keep one vehicle behind their booth to hold and cool their food items.
- Please be extremely mindful of the parade attendees that may arrive early.

### Clean up

- All vendors are responsible for leaving your booth and surrounding areas clean. We have had amazing vendors who have taken ownership of our beautiful park and we expect only the best from you. If you fail to leave your area clean, it will jeopardize your opportunity to return at a future date.
- We will have dumpsters and garbage cans for your convenience.

## PARKING

- **Each vendor will receive 2 vendor Parking Passes.** Parking will be at the LDS Church next to the park, on the South Side. If you do not have a vendor card in your vehicle, your car will be towed. Only Food vendors may keep a vehicle on the park behind their booth, under the trees. Those will be on the South side of the park as before.

## ELECTRICITY

- There is a limited amount of power in the park. Huntsville Town reserves the right to limit the amount of power each vendor uses.
- Booths that have purchased electricity are supplied with a 110 volt, 20 amp outlet. If you need more than one outlet (2 plugs), please purchase additional electricity.
- Outlets will be within 50 feet of your booth space. Extension cords are not provided; please bring your own extension cords. All electrical equipment and cords must meet all electrical codes.
- A limited number of electrical hook-ups will be available. Last minute electrical changes may not be accommodated.

## VENDOR MERCHANDISE

- Vendors are NOT permitted to sell any kind of drinks, including but not limited to: water, soda, pop, etc... Vendors are NOT permitted to sell ice cream or frozen popsicles, Candy, Glow sticks and Glow toys. **These items are exclusive to Huntsville Town.**
- Huntsville Town Reserves the right to restrict which items will be sold, to include exclusive agreements with product lines and those who have entered an agreement with Huntsville Town to be the "official" vendor; as an example, beverages and 4th of July T-Shirts.
- A limited number of each specific type of booth will be permitted. Please be VERY specific on the description lines of the application.
- Huntsville Town reserves the right to limit similar vendors to maintain a fair and competitive environment. You will be asked to shut down if you attempt to sell anything that was not on your application and approved by Huntsville Town.
- You may not sell drug paraphernalia, alcohol or tobacco of any kind. Basic Booth vendors may not sell any type of food or drink. Only food Vendors may sell food, packaged or not.
- **REMEMBER...THIS IS AN APPLICATION. PLEASE DO NOT PAY FOR YOUR BOOTH ON THE HUNTSVILLE TOWN WEBSITE UNTIL YOU HAVE RECEIVED EMAIL APPROVAL.**

## **TAXES**

- You will receive your tax papers in the morning of the 4th. If you have not received them by 1:00pm, please visit the information booth to pick up your Tax packet.
- Please fill them out and mail them in immediately following the 4th of July. The deadline to turn those in is short. The State Tax Commission receives a list of all of our vendors. If they have to find you, their fines are hefty.

## **FOOD VENDORS**

- Food vendors must follow all Weber Morgan Health Department regulations and permit requirements.
- All food vendors are required to obtain a **Temporary Food Service Permit** (this is not the same as a **Food Handlers Permit** or business license). Contact Weber-Morgan Health Department to request a permit application. THIS PERMIT MUST BE FILLED OUT AND PAID FOR 14 BUSINESS DAYS PRIOR TO THE EVENT OR FEES DOUBLE.

WEBER MORGAN HEALTH DEPARTMENT  
477 23rd Street, Ogden Utah 84401  
(801) 399-7160 or [www.webermorganhealth.org](http://www.webermorganhealth.org)

- A copy of your Temporary Food Service permit must be displayed in your booth or you will be shut down. There must be one person at all times in your booth that has a food handlers permit.
- Food Vendors may keep one vehicle behind your booth to store your food items and coolers. The other vehicle must be parked in the Vendor parking.

## **NON-FOOD VENDORS**

- Only "Food Vendors" are allowed to sell food items.
- Non-Food Vendors are NOT permitted to "give away" food or beverages for any purpose without prior consent.

## **VENDOR PLACEMENT**

- Huntsville Town reserves the right of placement for all vendors to ensure the success of the festival. If you are familiar with the event and venue and have a preference, please not that on your application.
- Most space numbers will change each year.

## **CORRESPONDENCE**

- All vendor correspondence will be conducted via email when possible. Please be sure to check your email regularly prior to the event for any updates, changes or notices. Please be patient and flexible with your assignment as we often have last minute changes from the Town Board.
- **EMAIL: [Huntsvilletown4th@gmail.com](mailto:Huntsvilletown4th@gmail.com)**