

UINTAH CITY

2191 East 6550 South — Uintah, Utah 84405 — (801) 479-4130 — Fax (801) 476-7269



Dear Vendor:

April 2018

Thank you for your interest in U-Day 2018! We are excited to work with you this year and are already planning a fun-filled day.

Booth rentals for this year's event are **\$30 (18 and older) resident, \$10 (17 and younger) resident and \$40 non-resident**. Each booth rental is first come first serve. We have limited covered, canopy-style booths (approximately) 8 (length) x 6 (opening width). You will need to provide any additional items you need, ex. table, table covering, signs, chairs etc. Power is only available to limited booths, so make sure you have arranged with me for power if needed. Our event begins after the parade, approximately 11:00 am, and will last until about 4:00 pm.

Vendors can begin setting up at 7:45 am on Saturday morning, June 9, and need to be completely set up by 9:30 am. The U-Day parade begins at 10:30 am. This means that 6550 South in front of our City Park will be blocked off for parade staging beginning at 10:00 am, so all automobile traffic to set up your booth will need to be complete. Your business is also welcome to participate in the parade.

The payment of your booth fee is due no later than **May 26th**. Full fee payment must be submitted with this application for booth reservations.

Please make a copy of this letter for your records before returning it with your information.

Name _____ Phone# _____

Name of your business _____

Address of business _____

Utah sales tax # _____ or Driver's License # _____

Product you are selling/distributing _____
(Please specify items)

Email _____

Yes/No

_____ Will you be participating in our parade?

_____ Will you need a canopy?

_____ Will your booth need electricity?

These booths are available on a first-serve basis, so be sure to send in your paperwork and payment asap.

Other reminders and policies:

- All vendors are responsible for collecting and claiming any applicable sales tax.
- Any item that is sold/distributed requires approval to prevent conflicts with other vendors.
- Any additions to your booth after your form is approved must also be approved.
- Application subject to committee approval.
- Vendors must also carry their own insurance
- Food vendors need to have their own hand wash station.
- Vendors approved to sell food need additional Health Department forms to participate. If you have not already received these forms, please contact Weber-Morgan Health Department at (801)399-7160.
- The non-refundable fee is due no later than **May 26th**. Any booth reservations not paid for by this date will be canceled. **Checks should be submitted payable to Uintah City.**
- There will be limited spots for booths that have their own canopy. Your canopy cannot be larger than a 12 X 12 and the same fee applies.

Should you have any questions, contact Stephanie Howell at (801) 814-1262 or showell@hyandmikes.net. Your booth application and payment should be dropped off at or mailed to the Uintah City Hall, 2191 E 6550 S, Uintah, UT 84405, attention Stephanie Howell.

Sincerely,

Rebecca Petty
U-Day Chair