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|  | ***UINTAH CITY*** |  |
|  | ***2191 East 6550 South — Uintah, Utah 84405— (801) 479-4130 — Fax (801) 476-7269*** |
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Dear Vendor: April 2019

Thank you for your interest in U-Day 2019! 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 8, 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 31st.** 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 31st**. 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 Brett Parke at (801)668-3035. 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 Brett Parke.

Sincerely,

Rebecca Petty

U-Day Chair