

**Deadline: June 2, 2023 by 5:00p.m. Late fee \$20.00**

# SYRACUSE HERITAGE DAYS 2023

1912 West 1900 South  
Syracuse, Utah 84075  
(801) 614-9660

## Booth Space Application

Name of Organization/Company/Group/Individual: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Email address: \_\_\_\_\_

Drivers License #, Tax Exempt #, or Tax ID #: \_\_\_\_\_

**Booth Rental:** Booth rental includes a 10X10 space. *(Frames will not be provided).*  
Vendors are required to provide booths and any other equipment needed, including tables, chairs, covers or walls (for hanging purposes) etc. Booths measuring over the allotted 10x10 space must purchase additional booths according to the needed space.

- 10x10 Booth  \$ 80.00
- 10x20 Booth  \$160.00
- 10x30 Booth  \$240.00
- 10x40 Booth  \$320.00

**Please check one of the following:**  
Tent  Food Truck/Trailer  (if you check this box please answer the following)  
What is your length (including the tongue) : \_\_\_\_\_  
What side do you need to sell from (diver or passenger side): \_\_\_\_\_  
Do you have a silent generator: \_\_\_\_\_

**Fee Schedule:** An additional fee will be charged for access to and usage of electricity and/or water services. Electricity is limited, and vendors will be accommodated on a first-come first-serve basis. **Food trucks and trailers will be required to supply their own electricity.** Vendors will need to supply their own power cords. Additional fees are applied when requesting a roving permit.

- Please check all that apply.
- Electricity (1 outlet) Tents only  \$15.00
  - Electricity (2 outlets) Tents only  \$30.00

List every item the electricity will be used for and its amps: \_\_\_\_\_

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- Roving Permit with Booth Rental  \$30.00
  - Roving Permit without Booth Rental  \$80.00
  
  - Late Fee After June 2, 2023  \$20.00

**\*\*Badges will be provided to those who have purchased a roving permit. Vendors are not permitted to sell outside their booth space without a roving permit badge.\*\***

**Items to be sold:**

List products and/or menu items to be displayed, or sold, during Syracuse Heritage Days. If representing a specific company or brand, please identify below. Contracted space will be assigned on the basis of this list. Once a contract is assigned, no additional items may be displayed or sold.

The list of products below must be specific. Words such as “accessories,” “related products,” or similar descriptions are not acceptable.

List:

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**Release of Liability, Indemnification:**

I, the undersigned, agree to indemnify and hold harmless Syracuse City Corporation, their agents, and employees from any and all liability for bodily injury or property damage or loss sustained by me, my agents and/or employees as a result of or arising out of the activities conducted or engaged in pursuant to this agreement, as well as any injury or harm caused by me, my agents or employees arising out of the activities conducted or engaged in pursuant to this agreement. I further agree to abide by all rules and regulations pertaining to these events set forth in this document, the cover letter, or any other written or verbal directions from the directors of this event. By signing this agreement, I agree to follow all rules and guidelines set forth in this document and all other information pertaining to Syracuse Heritage Days.

\_\_\_\_\_  
Signature of Authorized Agent:

\_\_\_\_\_  
Date:

**Things to Remember:**

- Take your trash to the dumpsters (the trash cans are for patrons).
- Friday, June 23 check-in time 1:30 pm - 4:30pm.
- Saturday, June 24 set up time 10:00 am
- Selling times are: Vendors Friday 5-9pm, Saturday 11-9pm.  
Food Vendors Friday 5-10pm, Saturday 11-10pm.

**Office Use Only:**

10x10 Booth \$80.00 \_\_\_\_\_  
10x20 Booth \$160.00 \_\_\_\_\_  
10x30 Booth \$240.00 \_\_\_\_\_  
10x40 Booth \$320.00 \_\_\_\_\_

Electricity, 1 Outlet \$15.00 \_\_\_\_\_  
Electricity, 2 Outlets \$30.00 \_\_\_\_\_

Roving Permit with Booth \$30.00 \_\_\_\_\_  
Roving Permit w/out Booth \$80.00 \_\_\_\_\_

Late Fee after June 3, 2023 \$20.00 \_\_\_\_\_

Total Fee Paid \_\_\_\_\_  
Date Received/Paid \_\_\_\_\_  
Received by \_\_\_\_\_

## **Rules & Regulations:**

### **CHECK IN**

Check-in for booths is between 1:30 PM and 4:30 PM on Friday. Those who arrive late will not be permitted to drive any vehicles to the booth site and must remain in the parking lot for set-up. Setup after 4:30 PM shall not unreasonably interfere with another vendor's booth operations.

### **BOOTH HOURS**

Booths may be open for sales between 5:00 PM and 9:00 PM on Friday, and 11:00 AM to 9:00 PM on Saturday. The closing times for booths are strictly enforced. Vendors who violate hours of sale restrictions forfeit their application and permit for this year, and will face a ban from participating in any Syracuse events for 13 months.

### **PARKING**

**Vehicles may only park outside of parking lots during booth set-up and take-down.**

**After 4:30 PM on Friday and 11:00 AM on Saturday, all vehicles must be parked in designated parking spaces and may not be parked on the grass near your booth. Vehicles used to tow food trailers are not exempt from this requirement.**

**Parking is limited at the park during festivities. A booth rental does not entitle you to park outside of parking lots during booth hours.**

### **INSTRUCTIONS FROM STAFF**

All vendors are required to comply with directions from City officials, who will be wearing clearly marked clothing or have other credentials. This includes required closures due to inclement weather, such as lighting strikes.

### **NO ALCOHOL, SMOKING OR VAPING**

Vendors may not possess or drink alcohol on park premises, nor are they permitted to smoke or vape within fifty feet inside the park.

### **VIOLATIONS**

Vendors who violate these rules will forfeit their right to participate in the remainder of this year's event, without any refund.

Violations of the hours of operation rules, or other repeated or severe violations, will subject vendors to a 13 month ban from participation in Syracuse City events.

# SYRACUSE HERITAGE DAYS 2023

1912 West 1900 South  
Syracuse, Utah 84075

Dear Vendor:

The annual **Syracuse Heritage Days** Celebration will be held **June 17 — June 24, 2023** at Founders Park (1500 South 1900 West). This year the booths will open on Friday, June 23 from 5:00 p.m. to 9:00 p.m., with check-in time beginning at 1:30 p.m. The booths will open again on Saturday, June 24, with display/vending times from 11:00 a.m. to 9:00 p.m. All booth entries must check-in Friday, June 23 between 1:30p.m. and 4:30 p.m., booth numbers and location will be assigned to you at this time. **If you do not check in by this time, without prior permission, we have the right to turn you away and you will no longer be able to participate or receive a refund.**

Vendors will be required to comply with Utah State Tax regulations. The Tax Commission will provide tax packets for each vendor.

If you are selling food products, please be sure to contact the Davis County Health Department to obtain a *temporary food service permit* and a *food handlers permit*.

Security will be provided at night, however, Syracuse City is not responsible for stolen/vandalized items.

Exhibits must be confined to the booth space and not encroach on the walkways, nor the vendors to the side or rear of the booth. All sales must take place from your assigned booth space, not from vehicles or campers. Roving sales are permitted only with a Roving Permit. Three representatives from each vending service will be allowed to sell from one (1) roving permit. (Special badges will be given to representatives). **Vendors may not sell along the parade route.**

Syracuse City, its agents, or employees will not be responsible for items in your booth or your personal belongings. Please remember all city park rules must be followed, including no alcohol in the park. Syracuse Heritage Days is a family celebration and nothing vulgar or suggestive will be allowed. No weapons or firearms will be approved for display, or to sell.

**To cancel a booth application, a seven working day advance notice is required to receive a full refund minus a \$5.00 administration fee. If a cancellation is made with less than seven working days, only 50% of the application fee will be refunded. If cancellation is made with less than three working days, no refund will be given.**

Should you have any questions regarding **Syracuse Heritage Days** events, please call the **Syracuse Community Center** at **(801) 614-9660 #1**. Thank you for your participation!

Sincerely,

Syracuse Parks and Recreation Staff