



(Please keep this form for your own records)

Clearfield City Fourth of July Fair at Fisher Park
July 3, 2010, Saturday – 6:00 p.m.-11:00 p.m.*
Fisher Park, 920 South 1000 East, Clearfield

Clearfield Community Services General Policy Statement
Please read carefully

1. The Clearfield Fourth of July Fair will be held on **Saturday, July 3**, from 6:00 p.m. to 11:00 p.m. at Fisher Park, 920 S 1000 E, Clearfield (next to the Clearfield Aquatic Center/North Davis Jr. High, across the street from Clearfield High School). Booth set up time will begin **NO EARLIER THAN 4:00 p.m. Saturday afternoon**. You will set up **ONLY IN YOUR RESERVED BOOTH SPACE**. Clearfield City accepts no responsibility for your booth items. **YOU** are responsible to make sure your items are secured. Electricity will not be hooked up until SATURDAY afternoon after 4:00 p.m.
2. **The following is the Clearfield Fourth of July Fair registration policy. Please read carefully!**
There will be no trees to provide shade. Therefore, Clearfield City is providing vendor tents that will allow a 10' x 10' booth space for each vendor. These tents will provide not only an attractive, consistent and festive setting, but will provide shade for vendors. Booth space will be given on a first come, first served basis provided the guidelines in item #3 and #4 are followed. Power booths are especially limited.
3. All applications must include a description and list of ALL food to be sold. If a vendor wants to sell additional food after his/her application has been submitted, an updated application must be sent to the Clearfield Fourth of July Fair organizers for approval. All applications must include photographs of the majority of food or food to be sold. No exceptions! If we do not receive photographs, your application will be returned whether you are a past vendor or not. All food must be approved regardless of whether you have participated previously in any Clearfield City festivals. Approval is based on a series of criteria: Appearance and quality of food, consumer demand for food, past working relationship with Community Services staff, reputation of vendor and/or references, customer service, and locality (live, work or attend school in Clearfield). **Upon approval, vendor spaces will be assigned in accordance with the above registration policy.**
4. There will be a limited number of food vendors allowed in each food category (based on a first come, first served basis). If you are a food vendor who utilizes a concession trailer or van you **MUST SUBMIT** a photograph of the trailer/van along with your application. If we do not receive photographs, your application will be returned whether you are a past vendor or not.
5. **There will be a \$5.00 processing fee on refunds. All entry fees are non-refundable after June 4, 2010.** No refunds due to inclement weather. Please make checks payable to Clearfield City, or provide your credit card type, number and expiration date and mail to: Clearfield City Community Services, 4th of July Fair, 55 South State Street, Clearfield, UT 84015.
6. Your space must be open and operating by 6:00 p.m. on July 3 and remain open until 10:00 p.m. when the fireworks begin, or as late as 11:00 p.m., when the fair closes on Saturday. Lights will be shut off at midnight.
7. Each vendor will be assigned a booth space number, and a map of the unloading/loading area. Your vehicle must then be removed to vendor-designated parking spaces – a pass will be provided for ONE vehicle.
8. Spaces are 10'x10' for booth vendors. Spaces with electricity are available for \$60. Your electrical needs must NOT exceed 20 amps. If so, you must provide your own power source or pay an additional fee. Due to past vendors exceeding the 20 amp usage, \$30 will be charged for each additional 20 amp outlet used. **THIS WILL BE STRICTLY ENFORCED. You must list on the Vendor Application all of the electrical equipment you will be using the day of the event.** Any electrical equipment not marked/paid for will be subject to the \$30 fee per additional 20 amps plus a fee of \$10 each the day of the event. There may not be additional power available the day of the event.

9. For safety purposes, all participants must set up within the 10' x 10' space allotted them. Areas between spaces may not be used as additional space or an added charge will be incurred.
10. A limited number of spaces are available with electrical outlets (see #8 above). If you are renting a space where power is provided, you need to bring your own extension cords and/or power plug.
11. In keeping with the Clearfield City Fourth of July Celebration theme, all spaces should be decorated accordingly.
12. Each vendor is responsible for collecting and paying sales tax as well as starting change, money aprons, storage of money, and all space decorations and signs.
13. All vendors must obtain a Davis County Food Handlers permit and Special Event permit. Please contact the Davis County Department of Health directly at (801) 451-3483.
14. All spaces must have adult supervision at all times. Experience has shown that adult participation is essential for a profitable operation.
15. Individual use of portable P.A. systems is prohibited. No controversial pamphlets, fliers, items, buttons, posters, or displays will be allowed. Clearfield City retains the right to reject any controversial materials.
16. Clearfield City will not assume responsibility for any damage, theft, or loss of personal property, or damage, theft to your space, or loss of items offered for sale on the day of the Fair. Nothing can be stapled or nailed to surrounding foundations.
17. **All vendors are responsible for cleaning up their space and surrounding area.** PLEASE REMOVE ALL TRASH (especially food concession vendors) and other items from your area.
18. The Clearfield City Community Services staff reserves the right to close any space in which business is not being conducted in conformance with the rules or is not being managed properly.
19. IMPORTANT! Vendors may not park in the unloading/loading area. A portion of the Fisher Park tot lot/skate park parking lot is for unloading only. The parking lot needs to be available for emergency services. This is strictly enforced. Vendors may park in the designated vendor parking area (map to be provided with confirmation of acceptance to the Fair).
20. Included in the Vendor Registration fee is a Temporary Clearfield City Business License.
21. ***Vendors will not be allowed to sell drinks (i.e. bottled water, soda, juice, energy drink, etc). Selected non-profit groups will set up and supervise separate Pepsi trailers, serving drinks only. This guideline does not apply to the smoothie/Snowie vendors. Those not following this guideline will be asked to leave Fisher Park immediately and will not receive a refund on fees paid.***
22. Ice may be available for sale on-site to vendors, from Clearfield City staff. Prices TBA.

*The headliner concert begins at 8:30 p.m. Fireworks begin at 10:00 p.m.

***For more information, call Natalee at (801) 525-2796 or 525-2790.
The Community Services Department fax number is (801) 525-2863.***