

Dear Vendor:

The Box Elder Chamber of Commerce would like to extend an invitation for you to join us for our 2023 Peach Days Celebration. We appreciate your talents and unique gifts in our booth segment of our festival and hope you will share your talents with us. Enclosed you will find an application, a map of booth locations, Brigham City special event form, public safety check list, liability release, insurance requirement form and vendor's rules. Please initial all pages and sign in appropriate spots. Please make copies of all forms for your own records and send in originals.

Insurance requirements must be submitted within 30 days of submitting booth application.

You may send applications one of the following ways: Mail – 6 North Main Street Brigham City, UT 84302

Fax – 435-723-5761

E-mail – shelley@boxelderchamber.com

It is your responsibility to call and verify the receipt of your application.

We are so excited for this year's festivities. We anticipate up to 50,000 people attending. As you may know Brigham City shuts down Main Street for two days to enjoy this festive celebration. Peach Days activities go throughout the week and booths will be in operation on Friday and Saturday, September 8 and 9, 10:00 a.m. – 10:00 p.m. in downtown Brigham City.

Our numbers continue to grow and booth space is limited so please respond quickly. We have two areas for booths Main Street and the Community Center. The carnival sits in between the two and both are equally visited. Please specify first, second, and third choices for your booth location. Also, circle the exact location on the map and include the map with your application. Remember, this is a huge project and we cannot possibly please everyone. Your choice does not guarantee your booth assignment. We will send you a packet of information with your exact location.

Our goal each year is to improve the quality of booths, both in display and content. This year the booth sizes will be 12'x12' for food booths and 10'x10' for craft booths. If you are a food truck or trailer larger than 12' please call the Chamber office to see if there are spots available and to receive an application.

The price of craft booths begin at \$260.00. Food booths will be \$385.00. Premium booths and larger booths are available for \$305.00 or \$385.00 (look at map) for locations.

We would love to have you join us for Peach Days and look forward to a fun and exciting event. If you have any questions feel free to call me at 435-723-3931. Thank you for your time and consideration.

Sincerely,

Shelley Reynolds

Office Manager

### Brigham City Peach Days 2023 Booth Application Vendor Times: Fri. Sept. 8 and Sat. Sept. 9, 10 a.m. – 10 p.m. Must submit insurance paperwork within 30 days of submitting application.

Office Use Only
Date Received
Payment Method
Amount Received
Booth Number

Contact Person:	Work #:	Home #:	
Address:	City:	State:	Zip:
E-Mail Address:			
Please list every item for Sale	the information you return is accurate as the property of the Please attach additional paper if needed member that we only allow one food veno specific) that you have listed.	. Also, you will o	only be allowed to sell items listed
candy apples, guns of any kin arrows of any kind, no shocki are allowing the light up sabe resembles these items or that not keeping with the family or Committee members have find IF YOU SELL A SPECIALTY DEEMED BY THE CHAMBE CONTRACT). THAT IS THE NOT BE ALLOWED TO SELECTION IN THE SECONTRACT.	at: Soda, bottled water, or any drink of and laser pointers, knives, martial arts staring toys, snaps, poppers, fireworks of any ers, but they must have rounded blunt end could be in any way misconstrued as a wriented and civic celebration atmosphere al say on these items. Vendors must obey BEVERAGE (WE RESERVE THE RIGHER AT THEIR SOLE DISCRETION TO BE ONLY ITEM YOU ARE ALLOWED TO SEL ANY TYPE OF DRINK WITH YOUR PLANY TYPE OF DRINK WITH YOUR PLANY TYPE COUNTY (trailers and food tructailers please call the Chamber office to the same of the same and so the counts (trailers and food tructailers please call the Chamber office to the same are same as the same and same and same are same as the same and same are same as the same are same are same as the same are same as the same are same as the same are same are same as the same are same are same as the same are same as the same are same are same as the same are same are same are same are same are same are same as the same are same	s, marshmallow skind, swords-me s, or you will be deapon! Nothing vof Peach Days wall committee me T TO DENY THE E IN VIOLATION ELL. IF YOU SE RODUCT.	shooters, potato guns, bows and tal or plastic with pointed ends, (we asked to not sell them), or any toy tha pulgar, sexually explicit, suggestive, or ill be approved for display or sale. EMBLE OF ANY BEVERAGES OF THEIR BEVERAGE ELL FOOD PRODUCTS YOU WILL and be allowed. We have a separate
Desired Booth Location:	Main Street (6 North Main St.) or	Community C	lenter (24 N. 300 W.)
Choice #1	Choice #2	Choice#3	
Maps are not to scale spots might not be lev	ed. Please mark 1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> Choice above. Look Carefully Some Numbers Have (well due to grass, small hills, and cement. my booths might have both sidewalk and §	Changed!!!!! Al Be aware on the	map of locations if they are on
If you require more space you	Space is limited to 10'x10' for craft/retain MUST pay for 2 spaces. <b>THIS INCLUDE</b> Walkways behind booths need to be main	ES THE SPACE BE	HIND YOUR BOOTH. IT IS NOT
	Booths will be assigned on a first come fir mpetitors selling same products might be		•
Initial This year ver	ndors are limited to a total of 4 booth spa	ces at the Peach	Days event.
	are NOT assigned on a first come first ser		ll be assigned at the discretion of the

Initial	Once all booths are filled we do	not accept more applications.		
Initial	There are a limited number of bo	oths at the event and we do s	ell out each year.	
Initial	The decision on which booth yo	ou receive is the choice of th	ne committee. All decisions are final.	
Initial	The committee does reserve the	e right to deny a booth to ar	ny company or individual.	
Booth Cost:				
	Non-Food start at \$260.00			
	Food \$385.00			
Please check m	ap for different prices on booths.			
	Booth Fee Includes: Ground NOT Include: tables, canopies,		al Event Permit, and 1 Electrical Outlet	
your canopy we secure the can city staff and le responsible for Payment:  Cash:  is subment researches  Check Credit	with sandbags or water jugs (musopy, which is in violation of Pea Peach Days volunteers. After the payment of repair of sprinkler.  Cash is not accepted. Payment musted the whole application and mayonsible for any cash received.  S: Make Checks Payable to Box Edards: The Box Elder Chamber.	ast be at least 40lbs on each ach Days policies, it will be a see event, if sprinkler lines had lines.  The made by check, mone money will be returned to the least Chamber of Commerce of Commerce accepts Visa		es to  by  ash
	nt to Be Charged			
	ıre			
vulgar, sexually will be approve consumption of	y explicit, suggestive, or not keep ed for display or sale. All vendors	ing with the family oriented a s must maintain a clean booth ng areas. Brigham City ordin	The Brigham City heritage and culture. Not and civic celebration atmosphere of Peach D n area. Peach Days prohibits the sale and/or nance prohibits smoking and vaping in city ays.	ays
Initial	NO REFUNDS AFTER JULY	1, 2023		
If you Fail to o	comply with Peach Day's rules f	ound in these documents ye	ou will be asked to leave with no refund!!!	1
Liability Relea their agents, volun employees as a res	se: I, the undersigned, agree to indemnif teers, or employees from any and all liab ult or arising out of activities conducted	Brigham City, Utah 84302 by and hold harmless the Box Elder ility for bodily injury or property do or engaged in pursuant to this agree	Any questions call: 435-723-3931 Chamber of Commerce and Brigham City Corporation amage or loss sustained by me, any agents and/or ement. I further agree to abide by all the rules and all directions from the directors of this event.	n,
Signature:			Date:	

Brigham City Peach Days Vendor Rules
You must initial after each rule. Initial 1. Booth space is 10'x10' for craft booths and 12'x12' for food booths, if you require more space than this you MUST pay for two spaces. No Exceptions. You will not be allowed to display any items on the outside of your booth. Also you will not be allowed to place your chairs or additional stock in walkways, behind booths, or to the side of your booth. If you do not stay within your assigned space you will be asked to leave with no refund.
Initial _2. Insurance Requirements: If you are selected as a vendor, Brigham City's Peach Days requires each vendor to provide a Certificate of Liability Insurance (\$1,000,000.00 per occurrence/\$3,000,000.00 aggregate), with Brigham City Corporation/Box Elder Chamber of Commerce as an additional insured valid September 8-9, 2023.
Vendors who <b>DO NOT</b> have a General Liability policy and <b>CANNOT</b> provide a Certificate of Liability may purchase one. Application is on the Peach Days Insurance fulfillment page in this application. Cost for this policy will be \$46 there is a 3% fee if using a credit card and no fee if using a checking account. This cost is payable directly to the carrier Cortney Gregory Agency located at 108 East Forest Street, Brigham City, UT 84302, you may also call them at 435-465-3891 or email requests and information below to cgregory@amfam.com
Initial 3. You may conduct business <b>only</b> from your assigned space. You may not solicit, sell or collect names or in any other way conduct business outside of your booth space.
on a stick (corndogs), candy apples, guns of any kind, laser pointers, knives, martial arts stars, marshmallow shooters, potato guns, bows and arrows of any kind, no shocking toys, snaps, poppers, fireworks of any kind, swords-metal or plastic with pointed ends, (we are allowing the light up sabers, but they must have rounded blunt ends, or you will be asked to not sell them), or any toy that resembles these items or that could be in any way misconstrued as a weapon! Nothing vulgar, sexually explicit, suggestive, or not keeping with the family oriented and civic celebration atmosphere of Peach Days will be approved for display or sale. Committee members have final say on these items. Vendors must obey all committee member requests. IF YOU SELL A SPECIALTY BEVERAGE (WE RESERVE THE RIGHT TO DENY THE SELL OF ANY BEVERAGES DEEMED BY THE CHAMBER AT THEIR SOLE DISCRETION TO BE IN VIOLATION OF THEIR BEVERAGE CONTRACT). THAT IS THE ONLY ITEM YOU ARE ALLOWED TO SELL. IF YOU SELL FOOD PRODUCTS YOU WILL NOT BE ALLOWED TO SELL ANY TYPE OF DRINK WITH YOUR PRODUCT.
Initial 5. No pets are allowed in booth area,
Initial 6. You must check with an assigned representative of Peach Days to receive your business license. There are two check in location one for Main Street vendors and food court at the Chamber office (6 North Main Street), the second for Community Center vendors and food court at the Community Center (24 North 300 West).
Initial 7. Loading/Unloading areas are <b>TOW ZONES</b> . If you park there longer than 60 minutes – <b>you will be towed</b> . With 250 booths, space is limited so unload within 1 hour. Do not drive on grass to unload items and plan on
carrying items from parking areas. You will receive a parking pass to load/unload only. You will then need to move your vehicle. Your parking permit <b>must be displayed</b> on your windshield at all times; failure to comply could result in towing at your own expense. Parking is at least 2 blocks away, please plan on walking. Community Center Food Vendors, you will be unable to park on Forest Street on Saturday because the whole road will be closed for other Peach Days activities.
vehicle. Your parking permit <u>must be displayed</u> on your windshield at all times; failure to comply could result in towing at your own expense. Parking is at least 2 blocks away, please plan on walking. Community Center Food Vendors, you will be

If

Initial 10. You must plan for entryways and exits from your own booths. Please do not plan on using neighboring booths as your entry/exit.

The Peach Days official will then handle it and speak to the vendor if needed.

Signature:
I agree to all rules presented on these pages. I will obey these rules as well as any other instructions given to me by Peach Days officials.
Initial 18. Disobeying these rules may affect vendors being asked to participate in future events. If a Peach Days official determines that you are disobeying these rules and/or that you are not to adhering to their instructions your business will not be allowed to participate at Peach Days in the future.
Initial 17. All vendors except those with a Utah State sales tax exemption number (IC followed by four digits) must collect and pay sales tax to the Utah State Tax Commission. All vendors will now be required to file sales tax on earnings at Peach Days with a special event tax form. The Utah State Tax commission will either mail to the address you provided on your application or attend the event on Friday to pass out your special event tax forms. All tax transactions are between you and the State of Utah. Vendors who have questions should contact the Utah State Tax Commission directly. If you have a tax compliance issues with the State of Utah, they can stop you from participating in the Peach Days event. The auditors at the State Tax Commission DO have a list of vendors and will contact you if you to fail to report and pay sales tax.
Initial 16. Peach Days is a family and civic celebration of the Brigham City heritage and culture. Nothing vulgar, sexually explicit, suggestive, or not keeping with the family oriented and civic celebration atmosphere of Peach Days will be approved for display or sale. All vendors must maintain a clean booth area. Peach Days prohibits the sale and/or consumption of alcoholic beverages in the vending areas. Brigham City ordinance prohibits smoking and vaping in city parks, recreational areas and within 50' of mass gatherings including Peach Days.
Initial 15. Set Up/Take Down: ALL vendors must plan on setting up Thursday night at assigned times. Vendors may NOT set up any part of their booth prior to 5:00 p.m. on Thursday. City and County Offices are open for business and cannot have vendors setting up while they are open. The past few years more vendors have been setting up prior to 5 p.m. and the city offices have had a hard time conducting business. All vendors must also tear down on Saturday night.
Initial 14. Vendors must remove their own trash and debris each day. During the event please be aware that 90 gallon garbage cans located in the vending areas are for the use of the Peach Days spectators. Larger 300 gallon garbage cans will be located in the vending areas for your use. Please be aware that breaking down your boxes will help minimize overfilling.
Initial 13. Security: You are responsible for the security of your own property and equipment. Vendors may leave heavy equipment in booths overnight, but Brigham City Corporation and the Box Elder Chamber of Commerce are not responsible for loss, damage, or theft of any property at any time.
Initial 12. Only one 110 volt outlet is included with your booth, come with extension cords and surge protectors. None will be provided. If you require an additional 110 or a 220 outlet please include \$30.00 additional to your booth fee per additional outlet. Electricity will begin at 9:00 a.m. on Friday and will be turned off at 11:00 p.m. on Saturday (food vendors please be aware of this). Please plan accordingly.
Initial 11. NO STAKES WILL BE ALLOWED TO HOLD YOUR CANOPY DOWN. Please plan on using either sand bags or water jugs to hold your canopy down (must be at least 40lbs on each canopy leg). The city is not allowing tie downs because of potential sprinkler line breakage. We have had strong winds during Peach Days and need to ensure the safety of the attendees and vendors. The Chamber will have sandbags for sale at \$5.00 a bag, if needed, please plan accordingly. **If a vendor does use stakes to secure the canopy, which is in violation of Peach Days policies it will be noted during the Friday inspection done by city staff and Peach Days volunteers. After the event, if sprinkler lines have been damaged, the vendor will be responsible for payment of repair of sprinkler lines.

### BRIGHAM CITY PUBLIC SAFETY CHECKLIST FOR PEACH DAYS

- 1. One fire extinguisher, 2A10BC (5 pound), if preparing or cooking food.
- 2. No propane stoves, lanterns, or heaters located inside of tents of temporary structures.
- 3. All heat sources (lights) must have sufficient clearance from all combustibles (canopy tents).
- 4. Propane bottles must meet current National Fire Protection Association (NFPA 58) requirements.
- 5. Propane bottles must be secured to a fixed object or have a stand to avoid being knocked over.
- 6. All exits must be free of objects. NO stacking in the exits.
- 7. No gasoline powered equipment maybe operated inside of tents or temporary structures.
- 8. All helium bottles must be secured to avoid being knocked over.
- 9. Copy of current temporary food event permit from the Bear River Health Department if providing food must be displayed in booth.
- 10. Vendor employees are the only individuals allowed in cooking area.
- 11. Tents/canopies must be secured by sandbags or water jugs to avoid being blown over, must be at least 40lbs on each canopy leg.
- 12. All extension cords must be secured and not create a trip hazard. Examples are duct tape or mechanical bridges.
- 13. All fire lanes must be maintained open at all times. You MAY NOT park in the fire lanes to load and unload items. If you park in the fire lane, you will be asked to leave and may not be invited back in coming years. This is for your safety and the safety of others at Peach Days. Each year we have multiple vendors that break this rule. If vendors park in the fire lane for any amount of time it can and will affect your participation in future Peach Days celebrations. Our fire department officials will be monitoring this throughout the event.
- 14. Hot charcoal must be placed in nonflammable containers and must be secured from public access. Hot charcoal must be removed from the site following the close of business and shall not be placed in the city's garbage cans.
- 15. All permits (Brigham City and Bear River Health Department) must be clearly displayed.

NOTE: Vendors found in violation of the Public Safety Check List requirements will be precluded fr future events and all local, state, and federal laws will be administered accordingly.		
Date	Signature	

# **Liability Release Peach Days**

Company Name	
Contact Name	Phone
	nd Brigham City Corporation do not discriminate on the basis of race, age, or disability. If you need assistance due to a disability, please notify ce at (435)723-3931.
Please fill out the following stateme	and send it with your enclosed request form.
I,and understand that if I do not comp	, have read and understand the above rules and regulations I will be immediately removed from the Peach Days Event without a refund
	Signed
	Date
Corporation, their agents, employees, or sustained by me, my agents, customers or arising out of our activities conducte and regulations pertaining to these even	aify and hold harmless the Box Elder Chamber of Commerce and Brigham City olunteers from any and all liability for bodily injury, or property damage, or loss imployees, and/or any other individuals passing by my booth location as a result of or engaged in pursuant to this agreement. I further agree to abide by all the rules set forth in these documents and any other written or verbal directions from the
Days, due to an act of a foreign enemy terrorism, plague, epidemic, pandem quarantine or other employee restri governmental order, rule, regulation o to violent storm, cyclone, typhoon, hu tsunami, flood, damage or destruction	demnify and release all parties contemplated herein for the cancellation of Peach iot, civil commotion or disorder, mob violence, act of civil disobedience, act of <b>outbreaks of infectious disease or any other public health crisis, including ons</b> , act of authority whether lawful or unlawful, compliance with any law or irection, curfew restriction, act of God or natural disaster such as but not limited cane, tornado, blizzard, earthquake, volcanic activity, landslide, tidal wave, a lightning, drought; explosion, fire, or any other unforeseen event outside the rein ("Force Majeure Event"). In the case of a "Force Majeure Event" refunds o

total booth fees and any electrical payments will be made back to party that paid the vendor fees within 60 days.

Signed\_\_\_\_\_

Office Use Only			
Vendor Name			
Booth			
Number			

### **BOOTH ELECTRICAL NEEDS**

Peach Days will provide electrical power to booths. Vendors must provide all cables and extension cords. Only one 110 volt outlet is included with your booth, come with extension cords and surge protectors. None will be provided.

Food Booths: Please include an additional \$30 with your booth fee for each additional 110 volt or 220 volt circuit you require. Please list voltage, amperage and plug for each circuit.

All Vendors - Electricity will begin at 9:00 a.m. on Friday and will be turned off at 11:00 p.m. on Saturday (food vendors please be aware of this). Please plan accordingly.

Please	check one of the following:  □ I need 1 (110 volt) outlet (this is not additional cost and is included with your booth)
	□ Other*

Food Vendors: (Please list voltage, amperage, and plug for each additional line/appliance). The electrical vendor contracted with Peach Days needs as much detail prior to the event to ensure that your needs are met)

If you do not make arrangements for electrical needs prior to the event, you will work directly with contracted electrical vendor to meet your needs, additional fees may apply that would be payable to the electrical vendor.



Business License/Permit No:	
Date Issued:	
Date Issued.	
License/Permit Fee	\$

### PEACH DAYS VENDOR PERMIT APPLICATION

This form becomes a permit when approved and signed by Brigham City.

DATES OF EVENT Friday & Saturday, September 8-9, 2023

PERMIT EXPIRES: September 9, 2023

LOCATION OF SALE: Approved Peach Days location: Downtown Brigham City, Bill of Rights Plaza, Watkins and

oneer Parks, West Forest between Main Street and 300 West, and Community Center  CITY APPROVAL:  Date:			
CITY APPROVAL:			
Business Name	Ow	ners Name	
Describe Business			
		ous place –Permit is non-transferrable)	
Daytime Phone Number	Cell F	Phone Number	
Mailing AddressEmail Address		ail Address	
CityState_	ZipTE	MP SALES TAX #  Issued by Chamber of Commerce from Tax Commission	
Federal ID (SSN or EIN)	DA	TE OF BIRTH	
SIGNATURE OF AUTHORIZED AGENT/OWNERDate			
	CITY USE ONLY		
Health Dept Primary Permit		Liability Insurance	
Health Dept Secondary Permit	Expires:	Insurance Expires:	
Annual Fire Inspection	Expires:	Other:	

## Peach Days Insurance Fulfillment Page Peach Days 2023 September 8 - 9, 2023

All vendors at Brigham City's Peach Days must provide a certificate of insurance.

Retail Carts

☐ Sports & Camping Equipment

Other Vendor Type

If your business or as a vendor you have your own general liability insurance you must send the Box Elder Chamber a Certificate of Liability Insurance (\$1,000,000.00 per occurrence/\$3,000,000.00 aggregate), with Brigham City Corporation/Box Elder Chamber of Commerce as an additional insured valid September 8-9, 2023.

Vendors who DO NOT have a General Liability policy and CANNOT provide a Certificate of Liability may purchase one. Application is on the Peach Days Insurance fulfillment page in this application. Cost for this policy will be \$46 there is a 3% fee if using a credit card and no fee if using a checking account. This cost is payable directly to the carrier Cortney Gregory Agency located at 108 East Forest Street, Brigham City, UT 84302, you may also call them at 435-465-3891 or email requests and information below to cgregory@amfam.com First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Name of Your Business (Optional): I do not have a business name. I understand that the First and Last Name above will appear on my Certificate of insurance. Contact Information Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_ Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_ Payment Options: Checks: Make Checks Payable to Cortney Gregory Agency Credit Cards: Visa or Mastercard Number\_\_\_\_\_ Expiration Date\_\_\_\_\_ Amount to Be Charged Zipcode CSV#\_\_\_\_\_ Signature Description of your exhibits/goods: Vendor Type: (please select one Antique & Collectibles Vendors Apparel & Accessories Celebrity, Mascot, or Character Appearances/Photo Booths Arts & Crafts Vendors ☐ Face Painting Cookware ☐ Game Trailers or Booths ☐ Food & Drink ☐ Micro-Reality Race Tracks Gift Wrap Booths ☐ Photo Booth ☐ Produce & Floral Vendors Product Demos – Static, Product or Service Display Exhibits

☐ Vehicles, Equipment, or Hardware Sales on Display – Static

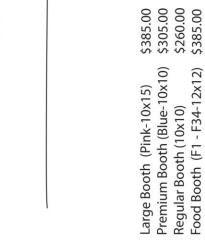


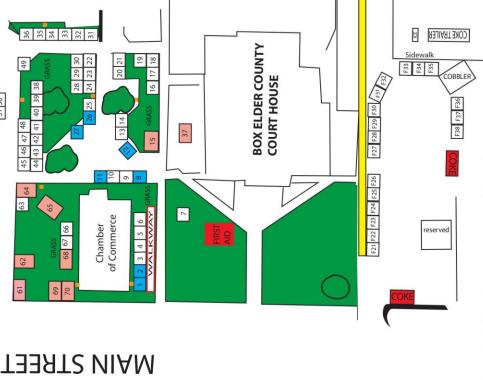
57

**BRIGHAM CITY HALL** 

ELECTRICAL SERVICE

# **FOREST STREET**





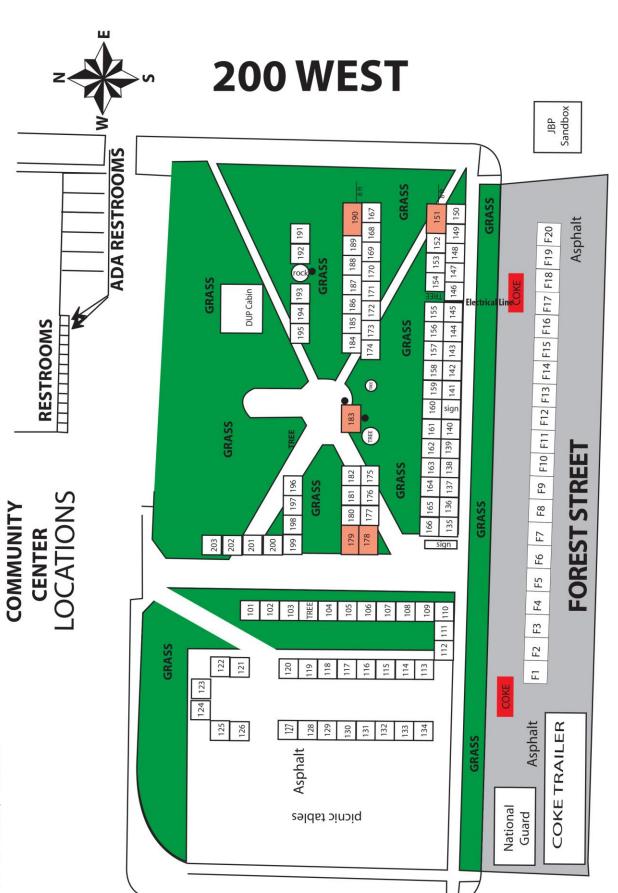
Maps are not to scale. All vendors spots are outside and some spots might not be level due to grass, small hills, and cement. Be aware on the map of locations on sidewalk or grass, many booths might have both sidewalk and grass in the 10x10 area. Booth assignments are final.

Firelane must remain clear at all times!!

ADA RESTROOMS



Maps are not to scale. All vendor spots are outside and some spots might not be level due to grass, small hills, and cement. Be aware on the map of locations on sidewalk or grass, many booths might have both sidewalk and grass in the 10x10 area. Booth assignments are final.



**300 WEST**