

# SMITHFIELD HEALTH DAYS

MAY 12, 2018

Concessionaires and Vendors:

The Smithfield Health Days Committee would like to invite you to be involved with the annual Health Days Celebration. We have a lot of fun activities planned that will bring the community together for this well attended event. Booth reservations at Forrester Acres Park are made through the Smithfield Recreation Center Office, 315 E. 600 S. Smithfield, UT. We'll begin taking booth reservations starting **March 1, 2018**. At the time of reservation, you will have the opportunity to choose your booth location based on availability. We are excited for another exciting and successful celebration and hope to see you there.

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Attachments:

1. Guidelines for Health Days concessionaires and vendors
2. Requirements for "Fire Code"
3. A map of Forrester Acres showing booth locations
4. Vendors – Amusement park rides or similar must provide a copy of their insurance policy – **Smithfield City requires a minimum one million dollar liability insurance policy.**

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The Health Days Committee and Smithfield City would like to welcome you to the annual Health Days Celebration for the year 2018. We have the following requirements pertaining to booth space and booth utilization for Health Days in Smithfield City's Forrester Acres.

## Reservations

1. Reservations will be taken between March 1<sup>st</sup> and April 30<sup>th</sup>. You may reserve a booth space online at [smithfieldrecreation.com](http://smithfieldrecreation.com). However, you must make your reservation in person at the Smithfield Recreation Center if you want to choose your specific booth.
2. Payment **must** be made at the time of reservation in order to reserve your booth, there are no exceptions!
3. You can select your preferred location from booth spaces available at the time you make your reservation. Locations are shown on a map of Forrester Acres in the Rec Center Office. Forrester Acres is located at 100 N 500 W Smithfield, UT 84335.

## Booths

Booth Options	Price	Size
Small Booth	\$35	12 x 12
Large Booth or Food	\$50	12 x 24
Amusement/Rides	\$75	12 x 24
Extra Booth Space	Please contact Richard at the Smithfield Recreation Center (435) 563-0048	Additional space possible upon request and availability.

1. At the time your reservation is made you will be shown on the map where electrical power is available. Electricity is available to some of the booth spaces in the park. If power is needed you must use only heavy duty extension cords to get power to the booth locations (i.e. 12-14 gauge extension for 10 amp plugs). **WE DO NOT GUARANTEE ELECTRICITY. Make sure your equipment does not exceed 10 amps.**
2. **Please be advised that depending on the weather and the condition of the turf, the park may be off limits to vehicles driving on the grass. You may be required to carry your items from the adjacent parking lot to your booth space. Please plan accordingly. For those vendors who have heavy equipment such as amusement rides, you may be required to set up in the parking lot if it is determined that the turf will be damaged by your equipment and/or by your participants. Booth fees are non-refundable.**
3. In the event you are planning to place a trailer in part or all of your space, you are encouraged to bring your trailer in on Friday evening (May 11) prior to Health Days. On Saturday (May 12) it is difficult to move trailers because of the congestion in the park from other concessionaires/vendors and the public.
4. The boundary of a given booth space can be adjusted when you make your reservation i.e. changing from a 12 x 12 (small booth) foot space to a 12 x 24 (large booth) foot space. If you use a trailer, measure your trailer and tongue to determine the space you need (some trailers and soft drink trailers are more than 12 ft long).

5. Concessionaires/vendors must provide their own tables and chairs. **Please have your booths set up by 10 a.m. on May 12<sup>th</sup>.**
6. The space reserved by each concessionaire/vendor will be marked and numbered on the grass with paint prior to the time booth space is occupied.
7. Smithfield City requires that you have a "State Sales Tax Number." If you need a tax number, you can apply for a temporary sales tax number at the Rec Center office and it will be mailed to you or you can contact the State Tax Commission at 1-800-662-4335 ext. 6303.
8. We ask that you please clean up the area in and around your booth space when you leave the park on Saturday. We need you to have all of the booth materials and trailers removed from the park **by 5pm on Saturday, May 12<sup>th</sup>**. In the event of bad weather the same rules apply for cleanup as to how you must remove your equipment. (See Booth Section # 2)
9. **No concessionaire/vendor may sell or distribute laser (pointer pens), potato guns, blow guns, knives, tobacco products, controlled substances, imitation controlled substances, drug paraphernalia, martial arts items, fireworks, alcoholic beverages, or firearms.**

## **Safety**

1. The space reserved by each concessionaire/vendor will be marked and numbered on the grass with paint prior to the time booth space is occupied.
2. Personnel will be available on Friday night (May 11) and Saturday morning (May 12) to help each of you locate your booth space.
3. No vehicles will be allowed in the booth areas between the hours of 10 AM and 5 PM on Health Days (May 12). Please remove your vehicles promptly after you deliver materials before the start of Health Day activities. Also, vehicles cannot be left parked in driveways at the park. **PLEASE be set up by 10am on May 12<sup>th</sup>.**
4. Dogs and other animals are not allowed in the park during Health Days. This is also a requirement for any concessionaire/vendor in the park. Every individual with a disability has the right to be accompanied by a guide dog, signal dog, or service animal. Please let us know if any special arrangements need to be made.
5. Alcoholic beverages are not allowed in the park.
6. All concessionaire/vendors should have insurance to cover losses and liability. Smithfield City is not responsible for any losses to concessionaire/vendor.
7. If you are selling food in the park during Health Days, you are required to have a **Food Handler's Permit** and a **Temporary Food Permit** issued by the Bear River Health Dept. You will need to show proof that you possess these permits to **Richard** at the Smithfield Recreation Center, at least 2 weeks prior to May 12<sup>th</sup> or you will not be allowed to sell food. For information regarding Food Permits, contact the Environmental Health Division, (435) 792-6570 for more information.

# **SMITHFIELD CITY HEALTH DAYS**

## **FAIRS AND CARNIVALS SAFETY INSPECTION CHECK LIST**

### **Extinguishers**

- An adequate Fire Extinguisher that is compatible with equipment used.

### **Temporary Membrane Structures, Tents, and Canopies**

- The concession stand utilized for cooking shall have a minimum of 10 feet (3.048 meters) of clearance on two sides and shall not be located within 10 feet (3.048 meters) of amusement rides or device.
- The Temporary membrane structure, tents, or canopies shall have a permanently affixed label bearing information about their flame-resistant material or that the material has been treated with a flame retardant.

### **Propane**

- The LP-gas containers shall be located outside. The safety release valves are to be pointed away from the temporary membrane structure, tent, or canopy.

### **Extension Cords**

- Extension cords are to be plugged directly into an approved receptacle, power tap, or multi-plug adapter.
- The amps of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
- The extension cord shall be in good condition without splices, deterioration, or damage.

**If there are any questions, please call the Smithfield City Fire Department at (435) 563-3056.**

# TEMPORARY EVENT INFORMATION SHEET

Business or Display Name:

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Booth Number:

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Fee:

\$35 (Vendor)

\$50 (Food Concessionaire)

\$75 (Amusement/Rides)

Contact Person:

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Address:

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City

State

Zip

EMAIL (Preferred):

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Telephone Number:

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Are you selling anything? (Please Describe Item(s) selling)

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Sales Tax Number:

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