



# 2013 INDEPENDENCE DAY VENDOR INFORMATION



F.T. Proctor Park  
Wednesday, July 4 2013  
5:00pm – 10:00pm

## Schedule

- 11:00am – 3:00pm Vendor Setup
- 3:00pm Traffic blocked off
- 5:00pm – 9:00pm Entertainment
- 9:00pm – 10:00pm Fireworks

1. Set up time is: Thursday, July 4 from 11:00am – 4:00pm
2. Bring your own tables, chairs, tents etc. (10 x 10-foot space.)
3. Please have an attractive display and clean merchandise.
4. YOU are responsible for set up and clean up of your rented area.
5. Participants are responsible for all licenses, insurance and permits required by law.  
**See attached City of Utica Vendor Application**
6. We will advertise the event for you.
7. A Donation of \$50 for one 10 x 10 foot space is requested
8. City of Utica Vendor Permits are required and must be prominently displayed at all times.

**To reserve your SPACE, please complete all the following forms and information.**

**Please make checks or money order payable to City of Utica  
Send or hand deliver  
By Monday, June 25, 2012 to:**

City of Utica  
Attn. 2013 July 4<sup>th</sup> Celebration  
1 Kennedy Plaza  
Utica, NY 12402  
8:30am thru 4:30pm Monday – Friday

# July 4<sup>th</sup> VENDOR CONTRACT

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Town/City State Zip

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Description of items to be made available to the public (please provide a brief description for our advertising needs):

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I need \_\_\_\_\_# of spaces & will provide my own tables, chairs, tents, etc.

I have enclosed a donation of \$\_\_\_\_\_ for the City of Utica July 4<sup>th</sup> Celebration on Thursday, July 4, 2013.  
*I will assume the responsibility of set up and clean up of my rented area. I understand that payment is non-refundable.*

**I understand I am responsible for all licenses, insurance and permits required by law.  
See Attached City of Utica Vendor Permit**

Additional Donation \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

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**FOR OFFICE USE:**

Date payment received: \_\_\_\_\_

Check Number: \_\_\_\_\_