



# Booth Application

**Washoe County Regional Parks & Open Space  
by Reno Crafters  
10<sup>th</sup> Annual**



## It's a "Wonderful Christmas" Arts & Craft Fair

**December 10, 11 & 12, 2010**

**At Lazy 5 Regional Park**

**7100 Pyramid Lake Highway (Spanish Springs) Sparks, NV. 89436**

**Name:** \_\_\_\_\_ **Business Name:** \_\_\_\_\_ (if you have one)

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone#** (\_\_\_\_) \_\_\_\_\_ **Cell or Alt. Phone#** (\_\_\_\_) \_\_\_\_\_

**Email:** (Please Print Clear) \_\_\_\_\_

**Nevada Sales Tax#** \_\_\_\_\_ **Federal EIN** \_\_\_\_\_

**NOTE:** Both your NV sales tax# and Federal ID# are now required by the Nevada Dept. of Taxation for all exhibitors. NRS 372.005 every vendor who makes sales more than twice in a twelve (12) month period must register as a seller in the State of Nevada.

**( Please print clearly the names of all helpers that will be in your booth during this event and attach to your application)**

All booths will be on a first come/first serviced basis; by date post marked or by date received which ever is earliest.

**Booths (8' deep x 9' wide) one booth per exhibitor (inside the Community Center) \$ 70.00 \$ \_\_\_\_\_**

**Table rental (30"x 72") for your booth Number of table(s) \_\_\_\_\_ @ \$ 5.00 ea. \$ \_\_\_\_\_**

**Total amount enclosed for booth (& tables) \$ \_\_\_\_\_**

**Please enclose: \$25.00 Deposit or full amount to reserve your booth \$ \_\_\_\_\_**

**(NOTE: No refund for deposit or fees after November 20, 2010) Balance Due \$ \_\_\_\_\_**

**Make checks payable to: John K Bradbury**

**Setup time: Friday 8 am – noon (Saturday 8 am – 10 am for Saturday & Sunday sellers)**

**My setup day will be: Friday am:(\_\_\_\_) Saturday am:(\_\_\_\_)**

**Craft Fair time – (During Park Hours) Friday 12 noon – 5 pm**

**Saturday 10 am – 5 pm**

**Sunday 10 am – 4 pm**

**All items for sale must be Handmade/hand crafted, Please no mass produced or re-sale items.**

**Please describe your art or craft: \_\_\_\_\_**

**Please send: Three (3) clear photographs with your application. One (1) booth set-up; Two (2) close up of finished crafts. Label all photos on the back with your name and address. NO PHOTOS needed from sellers that have been in previous It's a "Wonderful Christmas" Arts & Craft Fair.**

**For more information or questions please contact: John K Bradbury (775) 424-3511 or cell (775) 379-3629**

**Hold Harmless Agreement:**

Exhibitor agrees to save John K Bradbury/Reno Crafters or Washoe County harmless from all claims or suits for losses, liabilities, injuries, or other detriments which may be made against John K Bradbury or Washoe County based on intentional or negligent act or omission by the exhibitor as result of participation in the 10<sup>th</sup> annual It's a "Wonderful Christmas" Arts & Craft Fair at Lazy 5 Regional Park.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ (I have read & understand exhibitor information)

**(Hold Harmless Agreement on back of application must be filled out and signed)**

**Reno Crafters**

**134 Andalucia Court**

**Sparks, NV 89441-8854**

**Mail to:**

**Office Use Only**

<b>Post mark date:</b>	<b>Date rec.:</b>	<b>Check: #</b>	<b>Amount: \$</b>	<b>Bal. Due \$</b>
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**##** \_\_\_\_\_ **R** \_\_\_\_\_ **M** \_\_\_\_\_ **C** \_\_\_\_\_

**Booth: #** \_\_\_\_\_



**10<sup>th</sup> Annual**  
***It's a "Wonderful Christmas" Arts & Craft Fair***  
**December 10, 11 & 12, 2010**

**Washoe County Regional Parks and Open Space**  
**Lazy 5 Regional Park**  
**7100 Pyramid Lake Highway (Spanish Springs)**  
**Sparks, NV 89436**  
 775.424.1801

**Participant Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

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

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

**Home Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**HOLD HARMLESS AGREEMENT:**

Exhibitor agrees to save Washoe County harmless from all claims or suits for losses, liabilities, injuries, or other detriments which may be made against the County or its employees based on any intentional or negligent act or omission by the exhibitor as result of participation in the 10<sup>th</sup> annual "It's a Wonderful Christmas" Arts & Craft Fair at Lazy 5 Regional Park.

\_\_\_\_\_ |  
 SIGNATURE

Date



# Exhibitor Information

**Washoe County Regional Parks & Open Space  
by Reno Crafters  
10<sup>th</sup> Annual**



## It's a “Wonderful Christmas” Arts & Craft Fair

**December 10, 11 & 12, 2010**

At Lazy 5 Regional Park

7100 Pyramid Lake Highway (Spanish Springs) Sparks, NV. 89436

***Craft Fair times – (During Park Hours) inside the Community Center***

**Friday 12 noon – 5 pm**

**Saturday 10 am – 5 pm**

**Sunday 10 am – 4 pm**

**Setup time: Friday 8 am – 11 am (Saturday 8 am – 10 am for Saturday & Sunday sellers)**

### Advertising planned for these Events:

- Large banners at the entrance of the park, for two weeks before the event.
- Signs along Pyramid Lake Highway will be placed at different locations the week before each event.
- TV ad (Public TV “SNCAT”) channels, 13, 16, 17-cable network(s).
- 1000's of Flyers will be distributed. (You may contact the park at 775-424-1801 to obtain flyers prior to the fair to be given to your special customers at other events)
- The Lazy 5 has been having 14,000 to 17,000 people visit the park each month. A poster will be placed inside the community center & on outside bulletin board for the visitors to see. We hope it will be seen and they all will come to the Arts & Craft Fair.

### All exhibitors:

- The Lazy 5 Park is located approximately 5 miles north on Pyramid Hwy. (Hwy 445) from the intersection of Pyramid Way and North McCarran Blvd. (Sparks, NV.)
- The food snack bar in the community center will be open for guest & crafters or food vendor booth.
- All exhibitors & vendors must check in with John Bradbury before setting up.
- It's a “Wonderful Christmas” is an indoor event in the Cottonwood rooms.
- There is power for lights, and decorations, you must bring your own extension power cords.
- All items for sale must be handmade/hand crafted, no mass-produced or re-sale items.
- Please bring plenty of change for your customers.
- All exhibitors are responsible for sales tax on all items sold. (7.725%) unless tax rate is changed.
- Nevada Department of Taxation “ONE TIME SALES TAX RETURN” form will be issued to all vendors, please read instructions in Sale Tax Envelope. This form must be completed and placed in the Sales Tax Envelope as directed in the instructions and returned to John K Bradbury on Sunday before tear down. A list of all exhibitors has been given to Nevada Dept. of Taxation. Failure to complete and return this form will prevent you from participation in future events.
- The promoter will not be held responsible for loss, theft or damage of any items you have brought to the show. **TAKE ALL VALUABLES WITH YOU!**
- All exhibitor vehicles, and trailers must be parked in exhibitors parking area after unloading and during the fair.
- **No tear down before 4 pm on Sunday events** (except as authorized by promoter)

For more information or questions please contact: John K Bradbury (775) 424-3511 or cell (775) 379-3629

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PHASE TWO CONSTRUCTION  
CONSTRUCTION

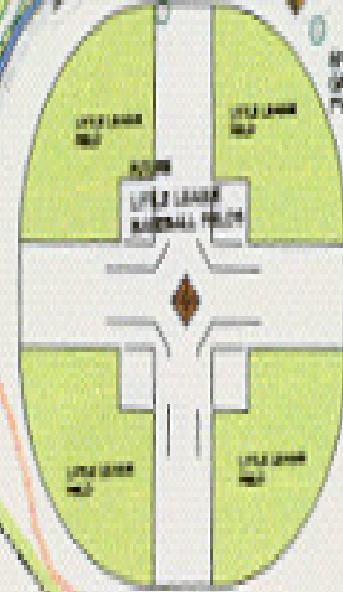
FUTURE MULTI-PURPOSE  
LAWN AREA

EXISTING  
PHASE ONE

LIBRARY

FUTURE RECREATION  
CENTER

INTERACTIVE WATER  
PLAY AREA



GROUP PLAY  
GROUP PLAY

FUTURE  
MULTI-PURPOSE  
LAWN AREA

PARKING

BASKETBALL

LAZY FIVE PARK  
MASTER PLAN

WABOK COUNTY PARKS & RECREATION



Kiley Ranch North