

Coral Academy of Science Middle School  
**Winter Fair 'n' Fest**  
Saturday, December 9, 2017  
10:00-4:00pm

Application

Name \_\_\_\_\_

Business Name (on  
License) \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone \_\_\_\_\_ Alternate phone \_\_\_\_\_

Email  
address \_\_\_\_\_

Do you have a current City of Reno Business License?  YES  NO  
*If "Yes", what is the Business License Number?*

\_\_\_\_\_  
PLEASE PROVIDE A COPY OF THE LICENSE.

*If "No", an additional \$15 is to be included at the time fees are paid  
for a required "Temporary Vendor Business License".*

Do you have a current Nevada Department of Sales Tax ID #?  
 YES  NO

*If "Yes", what is the Nevada Department of Sales Tax ID  
#?* \_\_\_\_\_

On the day of the event, EVERY exhibitor will receive a "One Time Sales Tax Return Form" from the Nevada Department of Taxation. This form must be completed and returned prior to event departure (even if you normally pay taxes quarterly or biannually).

NO FOOD ITEMS ARE TO BE SOLD FOR PROFIT WITHOUT VALID WASHOE COUNTY HEALTH DEPARTMENT LICENSING (fundraising is exempt). PLEASE CONTACT DAWN LUPAN WITH ANY QUESTIONS.

Each exhibitor agrees to provide an item from his/her product line (not to exceed a \$10 value) to be used in half-hour or hourly raffle drawings and/or gift basket.

(Initials) \_\_\_\_\_

**Handmade Crafts** are defined as items that are, in large part, made, designed, or drawn by a crafter or artist.

**Manufactured Products** are items that are produced by a manufacturer, and then sold by another party (Tupperware, Pampered Chef, and Avon are examples).

What are you exhibiting? \_\_\_ Handmade Crafts \_\_\_ Manufactured Products

CRAFT CATEGORY (check as many as apply):

**Handmade Crafts:**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Art                      | <input type="checkbox"/> Candles   |
| <input type="checkbox"/> Ceramics                 | <input type="checkbox"/> Clothing  |
| <input type="checkbox"/> Dolls, Animals           | <input type="checkbox"/> Fabric    |
| <input type="checkbox"/> Dried Floral             | <input type="checkbox"/> Glass     |
| <input type="checkbox"/> Jewelry                  | <input type="checkbox"/> Leather   |
| <input type="checkbox"/> Metal (not jewelry)      | <input type="checkbox"/> Paper     |
| <input type="checkbox"/> Photography              | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Soap                     | <input type="checkbox"/> Wood      |
| <input type="checkbox"/> Wearable Art             | <input type="checkbox"/> Yard Art  |
| <input type="checkbox"/> Other~Description: _____ |                                    |
| _____   |                                    |
| _____   |                                    |

**Manufactured Products:**

Name of Business: \_\_\_\_\_  
Product Details: \_\_\_\_\_

Since this is a craft fair, there should be an element of "handmade" to the exhibitor's product display. If you sell AVON, for example, a few gift baskets made up would suffice. (All of your items do not have to be sold in gift baskets for the example above, but there should at least be a sampling of your products displayed this way). If you have questions, please email Dawn Lupan.

**FEES TO PARTICIPATE (fill in quantity):**

\*SPACE-approx. 15X6 OR 10X10-Gym Area \_\_\_\_\_x\$25  
(see layout)

Set-up times: 4:00-6:00 pm Friday, December 8th/7:00-9:30 am Saturday, December 9th

Tear-Down times: 4:00-6:00 pm on the day of the event

Space(s) \_\_\_\_\_x\$25 \$ \_\_\_\_\_  
CITY of Reno Temporary Business License (if applicable) \$ \_\_\_\_\_  
TOTAL fees included with application \$ \_\_\_\_\_

Cash, Check, Cashier's Check, or Money Order may make payment.  
Please make a note if you require a receipt on your application.  
Make check payable to "Coral Academy of Science Middle School"

***SPACE CHOICE (FROM LAYOUT):***

#1 \_\_\_\_\_  
#2 \_\_\_\_\_  
#3 \_\_\_\_\_

***WE WILL TRY TO ACCOMMODATE YOUR REQUEST; HOWEVER, YOUR CHOICE  
MAY NOT BE AVAILABLE***

Please send completed application to:  
Winter Fair 'n' Fest  
% Dawn Lupan  
1350 East Ninth Street  
Reno, NV 89512

Thank You!

