

Sparks United Methodist Church
1231 Pyramid Way, Sparks, NV 89431
775-358-0925

Harvest Festival & Craft Fair 2017
October 14th & 15th
Vendor Application Form

Name _____

Company/Business Name: _____

Address: _____ City _____ State _____ Zip Code _____

Telephone (Home) _____ Cell _____

Email _____ Website _____

Have you participated in the Sparks Harvest Festival & Craft Fair before? Y___ or N___ How many years? _____

Product Category (Check all that apply)

Art, Paintings, etc. _____ Candles _____ Paper Crafts _____ Soap/Scents/Oils _____

Children's Items _____ Clothing _____ Floral/Wreaths _____ Glass _____

Wood products _____ Leather Goods _____ Metal _____ Jewelry _____

Ceramics _____ Photography _____ Other crafts _____ Food (Describe) _____

Home based business (Scentsy, Tupperware, Avon, etc) _____

PLEASE DESCRIBE YOUR PRODUCTS: _____

YOUR APPLICATION MUST INCLUDE THE FOLLOWING:

- 1) Your completed and signed application form acknowledging that the rules have been read and understood.
- 2) Check, Money Order or Cashier's Check payable to "Sparks United Methodist Church" for \$55.00. This fee is required and non-refundable. Deadline for registration is September 15th. After that date the fee is \$75. No applications will be accepted after September 30th. On-line payment and registration will be available at www.SparksUMC.org.

Mail application and money to the church at 1231 Pyramid Way, Sparks, NV 89431.

We will contact you approximately one week prior to the event with your booth number and set up details. If you have any questions, please contact us by email at sparksumcharvestfestival@gmail.com or leave a message at the church office at 775-358-0925.

DISCLAIMER: I accept any and all responsibility for and assume the risk of all injury or damage to my person which might arise directly or indirectly as a result of my participation in this event. I hereby release, discharge and hold harmless from any liability whatsoever the Sparks United Methodist Church or its staff, whether salaried or volunteered. I certify that I have read and understand the same and that it is my intention by signing this release that this binding is not only upon me, but my heirs, administrators, executors, successors and assigns.

Vendor Signature _____ Date _____

Entry Fee Enclosed _____ Check, Money Order, Other _____

Office Use Only

Post mark date: _____ Date Rcvd: _____ Chk# _____ Other _____ Amt \$ _____

Posted by: _____ Comments: _____

(04/05/17)

SPARKS UNITED METHODIST CHURCH
1231 Pyramid Way, Sparks, NV 89431
775-358-0925

We are pleased to invite you to submit an application for our 3rd Annual Harvest Festival & Craft Fair. The event will be held on Saturday October 14th and Sunday October 15th. Hours will be from 9:00 am to 4:00 pm on Saturday and from 10:00 am to 3:00 pm on Sunday.

The craft fair will be held outside on the church parking lot at the corner of Pyramid Way & Oddie Blvd in Sparks. This is the same location that we hold our long running Tuesday Farmers Market. This is a great location for the craft fair! We will also be holding our annual Pumpkin Patch event during the craft fair. This is always a big draw in the area and we will have over 1000 premium pumpkins for sale. We will also have a special activities area for kids and this will also bring visitors to our craft fair.

The fee for the 2-day event is \$55.00. Vendors will be provided a 10 x 10-foot space. You will need to furnish your own tables and shade structure and anchors as needed. If selling prepared foods, you must meet all Washoe County Health Department requirements. Please, no on-site food preparation.

We will have food, snacks and beverages for sale during the event and it will be near the vendor area. We will provide vendors with complimentary coffee and a food voucher and we will also arrange for someone to watch your booth as needed for a break.

All vendors are responsible for their own collection of sales tax and submitting appropriate payment to the State of Nevada. You will be given a sales tax packet at check in. Vendors may set up after 3pm on Friday or early on Saturday morning, according to your space assignment. We will have a volunteer on-site at night, but you are advised to not leave valuable items in your booth when it is not attended. We do not assume responsibility for your products. Please, no early takedown of your booth! Be prepared to stay until the closing time. An early takedown of your booth will cause you to not be invited back.

The following items are NOT eligible for sale as arts and crafts items: • Commercially manufactured craft items that are not significantly altered; a piece may incorporate some commercially produced parts, but the design and execution of the work must be the product of the exhibiting Artisan's skills; alteration and enhancement by the Artisan and handcrafted components must dominate the commercial components • Mass produced items • Resale items • Kits • Drug paraphernalia, weapons, including but not limited to, guns, knives, swords, bows and arrows.

Register early! We will hold a space for you based on date of return of the application. Return you completed application mail to the church at the above address, with your payment. Payment of \$55 is due by September 15th. ***For late registrations, the fee will be \$75 after September 15th.*** No applications will be accepted after September 30th. On-line payment and registration is also available at www.Sparksumc.org.

We will contact you prior to the event with your booth number and more details shortly before the event.. If you have any questions, please contact us by email at sparksumcharvestfestival@gmail.com or leave a message at the church at 775-358-0925.