

39 NORTH MARKETPLACE (39NM) VENDOR INFORMATION & CONTRACT



SCHEDULED DATES:

JUNE 11, 18, 25

JULY 2, 9, 16, 23, 30

AUGUST 13, 20

EVENT TIME

4:00PM - 9:00PM

LOCATION

East bound lane of Victorian Avenue (in the Square)

From Pyramid Highway to 10th Street

FEES

\$40/week for 10-week commitment

\$45/week for choice of dates

FACEBOOK: 39 North

TWITTER/INSTAGRAM: @39NorthDowntown

WEBSITE: www.39northdowntown.com

VENDOR REQUIREMENTS

Artists:

City of Sparks Business License

State of Nevada Tax ID

Signed City of Sparks Vendor Agreement

***Food (above listed and):**

Washoe County Health Permit

Proof of Liability Insurance

*For all food prepared on site

SPECIAL INFORMATION



SETUP/BREAKDOWN:

Site Maps with vendor's assigned booth space will be emailed prior to each event.

Setup begins at 3:00PM and completed by 3:45PM.

Vendors may park their personal vehicle in parking garage or other free parking.

Vendors are NOT ALLOWED to leave the event during hours 4:00PM-9:00PM regardless of situation (e.g. broken equipment, emergencies, or sold out of product). 39NM will fine said vendor \$100/occurrence.

Breakdown starts at 9:00PM; Vendors must leave area cleaned by 10:00PM.

ELECTRICITY:

NOT AVAILABLE

Trucks/Vendors must be self-sustaining. If a Vendor needs a generator for their booth, the Vendor must provide it and notify 39NM in advance.

Vendors will be fined \$50 on site if caught plugged into City of Sparks power.

TRASH:

Do not dump your trash in City of Sparks trashcans.

SERVING:

Food is to be served from your booth only. Samples must follow all Washoe County Health Department regulations.

DAMAGES:

39NM is not held liable for damages caused by an individual vendor. Vendor is held responsible for any monetary damages that may occur. 39NM is also not held liable for any loss, damage, or theft of any Vendors' vehicles or property that occurs from 3:00PM setup - 10:00PM breakdown.

CANCELLATIONS:

39NM is to be notified VIA PHONE (per event) of any vendor cancellations. If Vendor has paid in advance and cancels after 5:00PM on Wednesday, fees for that specific event will be forfeited. If Vendor has paid in advance and wishes to withdraw from 39NM for future events, written notice must be received and Vendor will receive a 50% refund.

39 NORTH MARKETPLACE CONTRACT



NAME: _____

CONTACT ON SITE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

BUSINESS PHONE: _____ CELL PHONE: _____

EMAIL: _____

CITY OF SPARKS BUSINESS LICENSE: _____

NV TAX ID: _____

DATES PARTICIPATING

JUNE 11 _____ JULY 09 _____ AUG 13 _____

JUNE 18 _____ JULY 16 _____ AUG 20 _____

JUNE 25 _____ JULY 23 _____

JULY 02 _____ JULY 30 _____

FEES (MARK APPLICABLE)

\$40/WEEK FOR ALL 10-WEEKS _____ \$45/WEEK FOR EACH EVENT _____

PAYMENT

CHECK MADE PAYABLE TO: 39 NORTH DOWNTOWN

CREDIT CARD

CHARGE FULL AMOUNT _____ CHARGE PER EVENT _____

CARD NUMBER: _____

EXP: _____ CVV: _____ BILLING ZIP CODE: _____

SEND APPLICATION AND ATTACHMENTS VIA USPS OR E-MAIL:

39 NORTH DOWNTOWN



ANGELA@39NORTHDOWNTOWN.COM

AGREEMENT:

BY SIGNING THIS AGREEMENT, I REPRESENT THAT I HAVE RECEIVED, READ, AND UNDERSTAND ALL THE INFORMATION IN THIS VENDOR AGREEMENT AND THE ATTACHED CITY OF SPARKS VENDOR AGREEMENT.

DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

VENDOR NAME: _____

WE ARE EXPECTING THIS TO BE A GREAT EVENT! THANK YOU FOR PARTICIPATING AND HERE'S TO A WONDERFUL SEASON!

ANGELA HANDLER 775-750-3069 ANGELA@39NORTHDOWNTOWN.COM

MELISSA WILLIAMS 775-450-0062 FOODTRUCKDRIVEIN@YAHOO.COM



Vendor Instructions and Agreement 2015-2016

The following is information for vendors and exhibitors that are a part of special event on public property in the City of Sparks. Please read the following directives. Failure to comply with the rules will result in a costly fire inspection costs to the producer of the event and possible expulsion from the event. All vendors must sign this agreement to conduct business on City property during a special event. Businesses without a current business license must obtain a temporary business license through the event producer before the event.

Tents and structures:

1. **All structures shall be adequately roped, braced, and anchored. THIS IS NOT OPTIONAL.**
2. No stakes are allowed in the grass. If the underground sprinkler system is punctured by a stake, the event producer will be billed for damage.
3. Do not affix anything to trees, shrubs or city owned property, especially as an anchor.

Vehicles

1. Vehicles and heavy equipment are not allowed on turf or beach areas at any time.
2. A drip pan must be placed under every vehicle (including motorcycles) which is parked on a sidewalk.

Trees

1. Do not cut any branches from trees.
2. Do not tie onto trees or branches to secure booths or signs.
3. Do not use stakes in planters/medians to secure canopies, signs, etc.

Electrical

1. Power given to vendor booths that requires labor or equipment rental will be billed to the event producer.
2. Permanent utility outlets or sockets may not be used by exhibitors
3. All equipment regardless of source of power, must comply with federal, state and local codes.
4. Each vendor holds City of Sparks harmless for any and all losses of power beyond City of Sparks' control.

Other:

1. Cords need to be covered to avoid tripping.
2. Ice from coolers cannot be emptied on the grass, planters or into storm drains.
3. Water from weight containers may be emptied in a location on site as long as it doesn't impede other vendors.
4. All waste (trash, grease ,grey water) shall be stored in approved containers until removed from premises."

Specific Cooking Vendor Conditions

1. A minimum of (1) 2A10BC fire extinguisher will be required for every cooking vendor and vendors with special electrical needs. Cooking Vendors that produce grease laden vapors shall be required to have a K-Guard Fire Extinguisher. All Fire Extinguishers shall be current.
2. All cook tops must be cordoned off from the public.

