

39 NORTH MARKETPLACE 2017

VENDOR INFORMATION & CONTRACT



SCHEDULED DATES:

JUNE 8, 15, 22, 29

JULY 6, 13, 20, 27

AUGUST 3, 17

EVENT TIME

4:00PM - 9:00PM

LOCATION

East bound lane of Victorian Avenue (in the Dining District)
From Pyramid Highway to 10th Street

FEES

\$360 FOR ALL 10 EVENT DATES (must be paid in full by April 1st)

\$40/Week for past participants (must be paid 2 weeks prior to chosen date)

\$45/week for choice of dates (After April 1st, must be paid 2 weeks prior to date chose)

\$25 501C3 Non Profit (limited Space)

\$20/week for electricity (must be paid 2 weeks prior to chosen date)

\$15 Retail-Sparks Temporary Business License (must be paid 2 weeks prior to chosen date)

\$55 Food - Sparks Temporary Business License (must be paid 2 weeks prior to chosen date)

\$10/Day \$90/Entire Event- Sandbag rental. We will provided you with 4 Sandbags

In an effort to create a bond with our vendors we will start to offer discounts to those that have participated in our past events such as Marketplace and North Pole 2015/2016. If you have not participated in any of our events you can do so now and in doing so will ensure you are given special discounts for all our produced events. We will help support you as you have supported us.

SOCIAL NETWORKING:

We will support your business and let our attendees know who will be vendors for our events. Please share with us the Social networks you currently use.

Facebook Page Name _____ Twitter _____

Instagram _____ Snapchat _____

FACEBOOK: 39 North TWITTER/INSTAGRAM: @39NorthDowntown

WEBSITE: www.39northdowntown.com

The 39 North Marketplace Facebook Event is up so please start sharing and letting your customers know where to find you this summer!

VENDOR REQUIREMENTS

Artists/Retail:

City of Sparks Business License (if you don't have, we can provide temp one for \$15 for retail or \$55 for *Food per day)

State of Nevada Tax ID

Signed City of Sparks Vendor Agreement

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

Washoe County Health Permit

*For all food prepared on site

SETUP/BREAKDOWN:

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

Setup begins at 1:00PM and completed by 3:30PM for inspections.

*Tent must be weighted and tied down on all 4 sides.

Only 4 cars allowed in event area at a time between 2:30-3:30. After 3:30 no vehicles will be allowed in event area. If longer set up time is needed please advise

New this year is our sandbag rentals. We have always required vendors to bring their own weights for all 4 sides but many forget. Since we are all volunteers and run with a small crew we will need to charge this year for the use of the bags. These bags are property of 39 North and will be dropped off/picked up at you booth space.

Vendors are NOT ALLOWED to breakdown & 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 \$50/occurrence. This will be enforced and signing this agreement says you acknowledge this.

Breakdown starts at 9:00PM; Vendors must leave area cleaned by 10:00PM. Only 4 cars allowed in area at a time.

ELECTRICITY:

Vendor must notify 39NM in advance if electricity is needed 2 weeks prior to event day and will be charged \$20 for electricity per event. You must bring your own extension cord and have tape to tape down so no one trips.

Food 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. All generators must be closed off with barricades; gasoline cans and filling are NOT allowed on site.

Vendors will be fined \$50 on site if caught plugged into City of Sparks power without prior authorization.

TRASH:

Do not dump your trash in City of Sparks trashcans. Pack in, pack out. We like our city clean!

No liquids of any kind (gray water, ice water, etc) may be dumped in flower beds or down storm drains. First occurrence will result in a \$50 fine on site; second occurrence will result in contract termination and expulsion from the event.

Smoking:

Do not smoke in or around your booth. This is for both safety and professionalism to your clients and your fellow neighbors.

SERVING:

Food is to be served from your booth only. Sampling requires a Washoe County Health Sample Permit. If serving samples, you must provide your own hand washing station.

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 1:00PM setup - 10:00PM breakdown.

CANCELLATIONS:

39NM is to be notified VIA text or email of any vendor cancellations. Please contact Angela Handler 775-690-2581 angela@39northdowntown.com for cancellations.

If Vendor cancels after 5:00PM on Monday week of event, fees for that specific event will be forfeited. No exceptions, unless spot can be filled by Monday at 8pm.

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.

KEEP THE ABOVE PAGES FOR YOUR REFERANCE

39 NORTH MARKETPLACE CONTRACT

The below must be filled out completely

VENDOR NAME: _____

CONTACT ON SITE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

BUSINESS PHONE: _____ CELL PHONE: _____

EMAIL: _____

*CITY OF SPARKS BUSINESS LICENSE: _____

If you do not have a City of Sparks Business Lic, we can provide you a per day temp one for \$15 per day for retail sales and \$55 for prepared on site food sales.

*NV TAX ID: _____

DATES PARTICIPATING- check mark dates you wish to attend

JUNE 8 _____ **JULY 06** _____ **AUG 3** _____

JUNE 15 _____ **JULY 13** _____ **AUG 17** _____

JUNE 22 _____ **JULY 20** _____

JUNE 29 _____ **JULY 27** _____

FEES (MARK APPLICABLE)

\$360 FOR ALL 10 EVENT DATES _____ (must be paid in full by April 1st)

\$40/DAY FOR PAST EVENT PARTICIPANTS _____ (Must be paid 1 week prior to event day)

\$45/DAY _____ (Must be paid 1 week prior to event day)

\$25/DAY FOR NON-PROFIT

\$20/ DAY FOR POWER _____ (Must be paid 1 week prior to event day)

\$15/DAY FOR SPARKS TEMP BUISINESS LIC. PERMIT _____ (Must be paid 1 week prior to event day)

\$55/DAY FOR SPARKS TEMP BUSINESS LIC. PERMIT _____ (Must be paid 1 week prior to event day)

\$10/DAY OR \$90/ENTIRE EVENT FOR SAND BAG RENTAL _____

PAYMENT (If not paid in full this must be filled out, no AMEX) (Cards ran for per event will be run 2 weeks prior to the event date)

CHECK MADE PAYABLE TO: 39 NORTH DOWNTOWN

NAME ON CARD _____

CHARGE FULL AMOUNT OF \$ _____ CHARGE PER EVENT \$ _____

CARD NUMBER: _____ TYPE _____

EXP: _____ CVV: _____ BILLING ZIP CODE: _____

DROPP OFF OR SEND APPLICATION AND ATTACHMENTS VIA USPS OR E-MAIL:

972 East Greg

SPARKS, NV 89431

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 EVEN BIGGER AND BETTER THIS YEAR!

THANK YOU FOR PARTICIPATING AND HERE'S TO A WONDERFUL 3nd SEASON!

ANGELA HANDLER 775-690-2581

ANGELA@39NORTHDOWNTOWN.COM OR ANGELA@LOKATILEGROUPINC.COM