



**Sparks United
Methodist Church
Harvest Festival and
Craft Fair - 2020**

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

Location: Sparks United Methodist Church
1231 Pyramid Way (Corner of Pyramid Way & Oddie Blvd.) Sparks, NV 89431

Contact: Lindsey Adams (775) 636-0498, 1255 Watt St., Reno, NV 89509

Dates: Saturday October 10, 2020 and Sunday October 11, 2020

Time: 9:00 AM - 4:00 PM

Fees: \$55 per booth; event fee is required and is non-refundable. Do not pay fee now; please wait for a final decision by October 1, 2020 before sending in payment.

Deadline: Deadline for registration is September 30, 2020. Late registrations will be accepted up to October 7, 2020 only if vendor space is available.

Business Name: _____

Contact Name: _____

Street Address: _____

Cell Phone: _____

City, ST Zip: _____

Alt. Phone: _____

Website: _____

Email: _____

City of Sparks Business License: Yes _____ No _____

Nevada Tax ID #: _____

Have you participated in the Sparks United Methodist Church Harvest Festival & Craft Fair before?
Yes _____ or No _____ How many years? _____

Product Category (Check all that apply):

Art, Paintings, etc. _____ Candles _____ Paper Crafts _____ Photography _____

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

Wood Products _____ Glass _____ Leather Goods _____ Jewelry _____

Soap/Scents/Oils _____ Metal _____ Other Crafts _____ Food _____

(Describe)

Home Based Business (Scentsy, Tupperware, Avon, etc.) _____

Please send in the following information:

Completed Application, Copy of City of Sparks Business License, Copy of Nevada Tax Permit (if applicable), Photo of Booth, Detailed Description of Product(s).

A City of Sparks Business License is required for all vendors. A temporary business license option should be available by the event date; however, the City of Sparks is currently working on the details for temporary business licensing. Please indicate here if you will need a temporary business license: Yes _____ No _____

Nevada Sales Tax: All taxable vendors are required to collect sales tax. All vendors will be required to fill out a “one-time sales tax return” at the event. Vendors who have a Nevada Sales Tax Permit will be allowed to indicate zero on the “one-time sales tax return” and remit payment of the taxes collected at the event on their “regular” Sales and Use Tax Return. Vendors who do NOT have a Nevada Sales Tax Permit will need to collect sales tax at the event and remit the sales tax collected in the form of cash or a check payable to The Nevada Department of Taxation to Lindsey Adams at the conclusion of the event. If you have a Nevada Tax ID Number, please be sure to enter it on the first page of this application. Please call (775) 687-9999 if would like to speak with the Nevada Department of Taxation.

A Washoe County Health Department permit is required for all prepared food vendors. Please contact Latricia Lord at (775) 328-2434 or llord@washoecounty.us for details.

Other Provisions: Vendors will be required to provide a covering for their booth as well as weights for their coverings. Initial here: _____ Vendors are also responsible for tables, chairs, backdrops, etc. and items are subject to approval by the Harvest Festival and Craft Fair Management. No electrical power is available.

The undersigned Applicant requests permission to enter the Sparks United Methodist Church Harvest Festival and Craft Fair. Sparks United Methodist Church reserves the right to refuse an Applicant participation in the event if they are inappropriate.

In consideration of acceptance of this application the undersigned:

- 1) hereby releases and forever discharges and hereby grants to indemnify and hold harmless the Sparks United Methodist Church, Lindsey Adams, and each and every one of its officers, members, agents, employees, and volunteers of and from any and all loss, claim of loss, liability of damage arising out of any personal injury or property damage occurring to the applicant (or any individual of which the Applicant is comprised) in the Sparks United Methodist Church Harvest Festival and Craft Fair. The Applicant assumes all risks incurred.
- 2) agrees to be in compliance with all rules and regulations, and abide by all current laws, ordinances and statues of the City of Sparks, the State of Nevada and Washoe County as they currently exist or as they may be amended in the future.

The undersigned represents the person or persons of which the Applicant is comprised.

Applicant Name (please print): _____

Applicant Signature: _____

Date: _____ / _____ /2020