

Entry Form

2014 SLPOA FALL ARTS AND CRAFTS FAIR

Saturday November 22, 10:00am – 3:00pm

Silver Lake Volunteer Fire Department

11525 Red Rock Road, Reno, NV 89508

Deadline for Entry: Nov. 7, 2014

I am a Red Rock Resident / non-resident (circle one) selling handmade items and would like an 8' X 6' space.

Name: _____

Address: _____

City/State _____ Zip _____

Phone _____ Email _____

Arts/Crafts medium (brief description) _____

_____ Tax ID: _____

There is a \$5.00 fee to provide a table.

Need Table? _____ Need Electricity? _____

Space Fee: \$15.00 – SLPOA members

\$30.00 – non-members

To become a member, sign up at www.silverknolls.org

Enclosed: \$ _____ space fee payable to SLPOA

Tax forms must be submitted at check-out.

Limit of Liability: The undersigned agrees to hold the SLPOA and its board of directors, and the Silver Lake Fire Department and its agents/volunteers harmless from any and all liability for damages to the area, to person's or property, and from any claim for personal injury, or property damage. In addition, the undersigned assumes full responsibility for damages to the area and agrees to leave the area in a clean and orderly condition. SLPOA reserves the right to reject an entry or ask an exhibitor to leave for any reason. If this action is necessary, no refund will be issued. In the event of a conflict, the decision of the SLPOA will be final. No Pets Allowed.

_____ Date: _____

Signature

IMPORTANT INFORMATION

Where to leave Entry Forms and payment:

Completed entry forms with checks made payable for SLPOA can be mailed to SLPOA, P.O. Box 60217, Reno, NV 89506, or can be dropped off at 10295 Bighorn Dr., on the corner of Bighorn Drive and Red Rock. Tables will be assigned on a first come first serve basis.

Deadline for Entry:

The deadline to turn in entry forms for participation as a vendor in the fair is Friday, Nov. 7, 2014.

Sales Tax Forms:

Every exhibitor must complete a sales tax form, even if you file on your own. Please just state "I file my own tax" on the form and return to us in your packet at check-out. One time Sales Tax Returns are included in packets with instructions.

Ineligible items:

The following items are not eligible: Mass produced items, resale items, drug paraphernalia, and weapons.

Check In/Check Out:

When arriving for the fair, exhibitors must check in to pick up their packet. Exhibitors must check out at the end of the fair. Completed tax forms must be turned in with checks made out to **Nevada Department of Taxation**.

Booth Set-up:

Exhibitors must provide their own booth set-up as well as tables and chairs. Tables can be provided for a fee of \$5.00.

Parking:

Vendor parking will be located on the side and at the rear of the building. The designated areas will be marked.

Sharing a Booth:

Sharing a booth is permitted.

Activities for children:

There will be crafts and activities for children in the community room.

For questions about the fair, you can contact:

Mary Schmitt: 775-560-3950

Carol Ansberry: 775-772-8278

EMAIL: CraftySLPOA@gmail.com