



Cold Springs Family Center

18400 Village Parkway

Reno, NV 89508

775-657-6388

[coldspringsfamilycenter.com](http://coldspringsfamilycenter.com) \* Join us on Facebook!

Email: [coldspringsfamilycenter@gmail.com](mailto:coldspringsfamilycenter@gmail.com)

## Vendor Registration: Holiday Bazaars and Lights of the Valley

### Events:

**Holiday Bazaar: Saturday, November 17th (9am - 1pm)**

**Lights of the Valley: Saturday, December 8th (2pm - 6pm)**

The Cold Springs Family Center supports local events for our community and venues for vendors & crafters to sell their products. All proceeds through these events support the Cold Springs Family Center, a non-profit organization.

### General Information:

- Indoor Vendor Space is 5'x 10'
- Outdoor Vendor Space is the size of 1-parking lot space (approximately 8'x18')
- Holiday Bazaar Cost, per event, per space:  
Indoor Space: \$25; Outdoor Space: \$20; Holiday Bazaar & Lights of the Valley Combo: \$45  
+ Raffle Donation
- You may register for 1 event or choose specific dates. You may add events, however space is on a 1<sup>st</sup> come, 1<sup>st</sup> serve basis.
- Payment must be received at time of registration to reserve your spot. Refunds will not be granted for non-attendance.
- Cancellations must be received 3 weeks in advance and refunds are subject to a \$5 processing fee. Refunds must be made in advance and will not be granted for non-attend
- Set up begins 2 hours prior to each event start time
- Please plan to stay the entire time; do not pack up your items until after close of the event
- **You will need to provide your own table, chairs and items for display.**
- Please **stay within your designated area**. If you go over, you may be asked to purchase another space.
- We welcome all kinds of vendors and do try to avoid "duplicating" vendors; however the CSFC itself does not have a no-competition clause.
- It is your responsibility to know the required permits/licenses for the types of products you are selling.
- You are responsible for your own sales tax and the reporting thereof to the state.
  
- Event Contact Information:  
Holiday Bazaar: Cold Springs Family Center 775-657-6388 [coldspringsfamilycenter@gmail.com](mailto:coldspringsfamilycenter@gmail.com)
- You may register with the Cold Springs Family Center for all events. Cash/Check/CC are all welcome:  
Cold Springs Family Center: 18400 Village Parkway, Reno NV 89508  
PH: 775-657-6388 FAX: 775-657-6389

**THANK YOU TO OUR VOLUNTTER COORDINATORS & EVENT VOLUNTEERS WHO MAKE THESE EVENTS POSSIBLE FOR OUR COMMUNITY!!**

# Vendor Registration Form

**REGISTRATION DEADLINE: Wednesday prior to event (space is on first come, first serve basis)**

Company/Business Name (if applicable): \_\_\_\_\_

Contact: Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate the type of merchandise you will be selling: \_\_\_\_\_

**Please check below for the events you are attending; Payment is due at registration for all events.**

**Holiday Bazaar (HB) Events: \*HB & LOV Outdoor option are available for food trucks/vendors who may choose to be outside.**

**Otherwise, all vendors are inside. \*\*Electricity for outdoor vendors may be available; Please speak to event coordinator.**

# of Spaces	Event	Date	Time	Indoor Space \$25	Outdoor Space \$20	Electricity \$5 Indoor Only**
	Holiday Bazaar	Nov. 18 <sup>th</sup>	9am-2pm		Not Available*	
	Lights of the Valley (LOV)	Dec. 9 <sup>th</sup>	2pm-7pm		Not Available*	

I will donate a raffle prize (please bring day of event)

Please initial the following:

	Payment is due at time of registration to guarantee my spot.
	I understand that refunds will not be granted for non-attendance
	I understand the event(s) will take place regardless of weather conditions. There are no options for outdoor space to be inside should there be inclement weather.
	Special Notes/Requests:

**DISCLAIMER:** I accept any and all responsibility for and assume the risk of any and all injury or damage to my person and my family members which might arise directly or indirectly as a result of my participation in a Cold Springs Family Center (CSFC) program or event. I hereby expressly release, discharge, and hold harmless from any liability whatsoever the Cold Springs Family Center, and their instructors/staff in their capacities as representatives of the CSFC, whether salaried or volunteered, expressly including, but not limited to, The Board of Directors of the CSFC and the volunteers thereof. I certify that I am familiar with the contents of this release, that I have read and understand the same and that it is my intention by signing this release that the same binding not only upon me, but my heirs, administrators, executors, successors and assigns.

Date: \_\_\_\_\_

SIGNATURE OF PARTICIPANT: \_\_\_\_\_

**FOR STAFF USE ONLY:**

Staff Initials:		Date:		Paid amount:		CASH	CHECK	CREDIT CARD
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