



# Sparks United Methodist Church

1231 Pyramid Way ☩ Sparks, NV 89431-3798 ☩ Phone (775) 358-0925

www.SparksUMC.org ☩ Office@SparksUMC.org

March 5, 2025

Dear Vendor,

We are pleased to announce that the Sparks UMC will again be hosting an Harvest Festival & Craft Fair in 2024. The event will be held on Saturday October 11<sup>th</sup> and Sunday October 12<sup>th</sup> with hours from 9:00am to 4:00pm on both days.

The harvest festival and craft fair will be held outside on the south lot of our property which is located on the corner of Pyramid Way and Oddie Blvd. in Sparks. This is the same location that we hold our long running Tuesday morning Farmers' market and is a great location for this event as well! We will also be holding our annual Pumpkin Patch event during the harvest festival and craft fair, which is a big draw in the area with plenty of premium pumpkins for sale.

The fee for the 2-day event is \$55.00, and vendors will be provided a 10' by 10' space. You will need to furnish your own tables, shade structure and anchors as needed. If you plan to sell prepared foods, you must meet all of the Northern Nevada Public Health requirements. Please, no on-site food preparation.

All vendors must have a City of Sparks business license and are responsible for collecting and reporting sales tax. We will have a one-time sales tax return available for those vendors without a Nevada Sales Tax Permit. For those vendors with a Nevada Sales Tax Permit, you will be allowed to remit payment of the taxes collected at the event on your "regular" Sales and Use Tax Return. If you need a temporary City of Sparks business license, please contact the City of Sparks – we highly suggest you contact them early to make certain all your documents are received early enough!

Vendors may set up after 3pm on Friday or early on Saturday morning according to your space assignment. We will have a volunteer on-site at night, but you are advised to not leave valuable items in your booth when it is not attended. We do not assume responsibility for your products.

There will be no early takedown of your booth! Be prepared to stay until closing on both days. An early takedown of your booth will cause you to not be invited back.

The following items are NOT eligible for sale as arts and crafts items: \*Commercially manufactured craft items that are not significantly altered; a piece may incorporate some commercially produced parts, but the design and execution of the work must be the product of the exhibiting Artisan's skills; alteration and enhancement by the Artisan and handcrafted components must dominate the commercial components \*Mass produced items \*Resale items \*Kits \*Drug paraphernalia, weapons, including but not limited to: guns, knives, swords, bows, and arrows.

*Register early!* We will hold a space for you based on date of return of the application. Return your completed application by mail to the church at the above address with your payment. Payment of \$55 is due by September 15<sup>th</sup>. For late registrations, the fee will be \$75 after September 15<sup>th</sup>, and no applications will be accepted after September 30<sup>th</sup>.

We will contact you prior to the event with your booth number and more details. If you have any questions, please contact Megan by e-mail at office@sparksumc.org or at phone number (775) 358-0925.

I look forward to working with you!

Megan Bay



**Sparks United  
Methodist Church  
Harvest Festival and  
Craft Fair - 2025**

**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: Megan Bay – (775) 358-0925 – office@sparksumc.org

Dates: Saturday October 11, 2023 and Sunday October 12, 2023

Time: 9:00 AM - 4:00 PM

Fees: \$55 per booth; \$75 for late registration (September 15, 2023 – September 30, 2023).  
Event fee is required and is non-refundable.

Deadline: Deadline for registration is September 15, 2023. Late registrations will be accepted until September 30, 2023. No applications will be accepted after September 30, 2023.

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 #: \_\_\_\_\_

Will you need a Temporary City of Sparks Business License: Yes \_\_\_\_\_ No \_\_\_\_\_

**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 and is available through the City of Sparks business licensing division. Please contact them directly at (775) 353-2360 or 431 Prater Way Sparks, NV 89431. We highly encourage you to contact them early if you need to obtain a temporary business license!

**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 be prepared 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 at the conclusion of the event to Megan Bay or Lindsey Adams. 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 you would like to speak with the Nevada Department of Taxation.

**A Washoe County Health Department permit** is required for all food truck vendors, prepared food vendors, and anyone requiring a sampling permit. Please contact them directly for more information at (775) 328-2400.

**A City of Sparks Environmental Control Section permit** is required for all food truck vendors.

**Other Provisions (please initial next to each item to verify you understand it):**

\_\_\_\_\_ Vendors are required to provide a covering for their booth as well as weights for their coverings.

\_\_\_\_\_ 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, Megan Bay, 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 statutes 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: \_\_\_\_\_