



# Vendor Application

## Northern Nevada HotSpot

### Mother's Day Craft Fair

Saturday April 30th 10 AM-6 PM

Fuji Park Exhibit Hall

601 Clear Creek Rd, Carson City, Nevada 89705

NAME:\_\_\_\_\_

DATE:\_\_\_\_\_

BUSINESS NAME:\_\_\_\_\_

MAILING ADDRESS:\_\_\_\_\_

\_\_\_\_\_

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

E-MAIL:\_\_\_\_\_

WEBSITE:\_\_\_\_\_

FACEBOOK:\_\_\_\_\_

STATE OF NEVADA RESALE TAX PERMIT # (If required):\_\_\_\_\_

EIN # (If applicable):\_\_\_\_\_

BOOTH TYPE: ☐ Packaged Foods ☐ Prepared Foods ☐ Garden Supplies ☐ Plants/Flowers  
☐ Home Products ☐ Personal Products ☐ Artisan / Crafts ☐ Non-Profit  
☐ MLM Company (ie. Avon, It Works, etc.): \_\_\_\_\_  
☐ Business Promotions  
☐ Other, Please Describe: \_\_\_\_\_

PLEASE LIST THE TYPE OF ITEMS YOU WILL BE SELLING:

\_\_\_\_\_

\_\_\_\_\_

**\*ALL VENDORS MUST DONATE 1 RAFFLE ITEM WORTH A MINIMUM OF \$20.00**

**\*ALL VENDORS MUST BE PRE-APPROVED EITHER BY PHONE, EMAIL, OR FACEBOOK MESSAGE.**

**Vendor Initials:** \_\_\_\_\_

VENDOR BOOTH INFORMATION: **\*YOU MUST CONTACT US TO RESERVE YOUR BOOTH!**

☐ Indoor 8 ft. Space: \$50.00 (Does not include table).

\*If additional space is needed you will need to purchase more than one booth space.

☐ Electric is available for \$10.00 (You must let us know in advance that you need electric).

\*Vendors must provide their own extension cord/cords during the event to use the electric.

☐ 8 Ft. Table Rental, \$10.00 per table.

**\*NOTHING IS ALLOWED TO STICK OUT FURTHER THAN YOUR BOOTH SPACE.**

**\*NO OPEN FLAMES, SMOKING, CANDLES, OR HEATERS.**

**\*NO ALCOHOL OR GLASS CONTAINERS.**

**\*NO DOGS EXCEPT SERVICE DOGS.**

**\*YOU MUST PROVIDE/RENT YOUR OWN TABLE, TABLE CLOTH, CHAIR, DISPLAYS, DECORATIONS, ETC.**

**\*ALL BOOTHS MUST BE PROFESSIONAL IN APPEARANCE.**

**\*ALL TRASH GENERATED BY YOU OR YOUR BOOTH MUST BE REMOVED!**

**\*BOOTH SPACE/SPACES MUST BE LEFT CLEAN!**

**\*BOOTH SPACES MUST BE PAID BY APRIL 25TH, 2016.**

**\*ALL SPACES ARE FILLED ON A FIRST COME, FIRST SERVED BASIS.**

**\*NO SPACES WILL BE RESERVED WITHOUT PAYMENT!**

**Vendor Initials:** \_\_\_\_\_

CALL CASSIDY DAVIS AT (775) 220-0852 OR ALYCIA TANNER AT (775) 291-4062

EMAIL US AT [NNVHOTSPOT@GMAIL.COM](mailto:NNVHOTSPOT@GMAIL.COM)

TO RESERVE YOUR BOOTH OR WITH ANY QUESTIONS.

#### LIABILITY

**\*PLEASE PROVIDE A COPY OF YOUR LIABILITY INSURANCE FOR YOUR BUSINESS WITH THIS APPLICATION IF APPLICABLE. **Vendor Initials:** \_\_\_\_\_ (Please initial even if you do not have liability insurance)**

**\*BOTH PARTIES AGREE NOT TO HOLD THE OTHER PARTY AND/OR ANY THIRD PARTIES RELATED TO THE EVENT RESPONSIBLE FOR ANY LOSS, DAMAGE, OR LEGAL LIABILITY THAT MAY ARISE UNDER THIS AGREEMENT.**

**Vendor Initials:** \_\_\_\_\_ (Please initial even if you do not have liability insurance)

## LEGAL NOTICE

NORTHERN NEVADA HOTSPOT, THE SOPHISTICATES, & THE CARSON PARKS & REC ARE IN NO WAY RESPONSIBLE FOR THE LOSS OR DAMAGE TO ANY ITEMS OR PRODUCTS SHOULD EITHER OCCUR. VENDORS ARE SOLELY RESPONSIBLE FOR THEIR BOOTH, PRODUCTS, & BELONGINGS.

Vendor Initials: \_\_\_\_\_

## ADVERTISING

Northern Nevada HotSpot will promote and advertise the event through our newsletter, social media, newspaper shout-outs, word of mouth, and printed flyers.

All vendors should also advertise for the event to the best of their ability. Share it on FB, invite people you know, hand out flyers, etc. The more people that know about the event, the more successful of an event we will have.

## PAYMENT & TAXES

All payments for this event are being processed with credit cards, debit card, money order, or with cash.

**\*MAKE MONEY ORDERS OUT TO CASSIDY DAVIS**

**\*NO CHECKS WILL BE ACCEPTED UNLESS PRE-APPROVED!**

### PAYMENT OPTIONS:

- (1) PayPal: Please send all PayPal payments to [NNVHOTSPOT@GMAIL.COM](mailto:NNVHOTSPOT@GMAIL.COM)
- (2) Credit/Debit Card Payment: Please email NNVHS and we will email you an invoice that you can pay online by either your credit or debit card.
- (3) Money Order: Please make money orders out to Cassidy Davis.
- (4) Cash
- (5) No checks will be accepted unless pre-approved by either Cassidy Davis or Alycia Tanner.
- (6) **ALL PAYMENTS ARE NONREFUNDABLE & MUST BE RECEIVED BY APRIL 25TH, 2016.**

### PAYMENT DATE & METHOD:

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TAXES: NEVADA STATE SALES TAX IS 7.1% (State of Nevada Department of Taxation: 775-688-1295)

ALL VENDORS ARE SOLELY RESPONSIBLE FOR COLLECTING THEIR OWN TAXES DURING THE EVENT.

Vendor Initials: \_\_\_\_\_

## FOOD VENDORS & NON-PROFITS

Please submit certification papers with your application. Any applications that do not have certification papers submitted with them will be denied!

- \_\_\_ Food Permit
- \_\_\_ 501 © Non-Profit Documentation
- \_\_\_ Insurance Policy Coverage

## SETUP & TEARDOWN

- 1) Setup starts at 8:00 AM. Vendors must be setup no later than 9:55 AM.
- 2) Your booth is to be setup from 8:00 AM until the customers have all left and the ok has been given.

SUBMITTING YOUR APPLICATION

1) Email your completed and signed application to [NNVHOTSPOT@GMAIL.COM](mailto:NNVHOTSPOT@GMAIL.COM)

2) Mail your completed and signed application to:

NORTHERN NEVADA HOTSPOT/EVENTS

5310 MIWOK DR.

STAGECOACH, NV 89429

3) **THE VENDOR APPLICATION IS DUE WITH YOUR PAYMENT. BOTH THE PAYMENT AND THE VENDOR APP MUST BE RECEIVED NO LATER THAN APRIL 25<sup>TH</sup>, 2016.**

I, the undersigned, have read, understand, and agree to the terms and conditions stated in this contract. I also agree that Northern Nevada HotSpot is in no way responsible or reliable for any losses or damages that may occur at anytime before, during, or after the duration of the event.

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Name of Business or Organization (please print)

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Applicant Name (please print)

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Applicant Signature

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Date

Northern Nevada HotSpot  
Cassidy Davis (775) 526-1016  
Alycia Tanner (775) 291-4062  
[www.nnvhotspot.com](http://www.nnvhotspot.com)  
[nnvhotspot@gmail.com](mailto:nnvhotspot@gmail.com)  
5310 Miwok Dr.  
Stagecoach, Nevada 89429

State of Nevada Department of Taxation: 775-688-1295

## **PLEASE KEEP THIS PAGE FOR YOUR RECORDS!**

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