



Great Reno Balloon Races 2017

CRAFTERS LANE

Friday, September 8th through Sunday September 10th

Rancho San Rafael Park, Reno, NV

Name _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (home) _____ (cell) _____

E-mail _____ Website _____

Please describe your crafts _____

If sharing a space, please indicate with whom (each vendor will need to fill out a separate application): _____

# of Booths	@\$165 Outdoor 10 by 10
Application Fee	@\$5 (non-refundable)
Total Due:	

Exhibitor Signature _____ Date _____

Dear Exhibitor,

Thank you for your interest in participating in our craft fair.

APPLICATION PROCESS:

Please read the following information, fill out the enclosed application and mail it to:

**Attn: Megan Gisi
4366 Copperhead Ct.
Sparks, NV 89436**

**Make checks payable to: Megan Gisi
Or Paypal address: mgisi918@sbcglobal.net**

Please write Balloon Races in memo of check or Paypal payment.

You will be notified by e-mail as soon as your application is received and processed. If your application is not accepted, your check will be returned to you. Please contact us if you don't hear from us in a timely manner.

Vendor/Event Information:

Event Location: Crafters Lane at Rancho San Rafael Park
Set Up Times: Thursday, September 7, 2017 9am to 5pm
Event Date: Friday, September 8th, 4 am to noon, Saturday September 9th, 4 am to noon, Sunday September 10th, 4 am to noon.

Fees: \$165 for a 10 by 10 outdoor space. There is a \$5 non-refundable application fee. Because the event is at a Washoe County park, there is no City of Reno license requires but you will be required to report sales taxes.

You may reserve a booth space with a non-refundable holding deposit of \$50. If you withdraw from the show any later than August 1, 2017, your deposit is forfeit no matter the reason. The remainder of the fee is due NO LATER than August 1, 2017.

Booth Assignment:

We will assign space on a first come first served basis by postmark or received date. We reserve the right to final booth space assignment. Booth assignments and set up instructions will be sent to you prior to the event.

Type of Businesses:

Home based businesses (eg. Avon, Pampered Chef) are not welcome. **Crafters Lane is handmade only.**

Food items must be packaged and labeled in accordance with Federal, State, County and City requirements. Samples may be served by exhibitors with a valid health certificate.

The following items are not permitted to be sold: alcohol, illicit drugs, prescription drugs, paraphernalia, pornography or sexually implicit material, weapons including but not limited to guns, knives, swords, bows and arrows, and alcohol.

Taxes:

All exhibitors are responsible for sales tax on items sold (8.265%) rate subject to be changed. Nevada Department of Taxation "ONE TIME SALES TAX RETURN" form will be issued to all retail vendors. Tax Forms must be turned in to Megan Gisi BEFORE exhibit tear down.

Exhibitor Open/Closing Requirements:

Exhibitors must remain open until the end of the event – this is a flexible close time. Be prepared to stay. Early closing, late opening, and vendor behavior may effect decisions for future event participation.

Cancellations:

There will be no rain date, and no refunds will be given for weather related issues. Withdrawal requests must be submitted in writing no later than August 25, 2017, to receive a full refund. No refunds will be made after this date.

Security:

We will not be responsible for loss, theft, or damage of any items you have brought to the show. Security will be provided at the show, and you are welcome to leave your items set up in your booth. It is suggested that you close up as best you can, and take any valuables you don't feel comfortable leaving with security. Weather is unpredictable in our area, so please take this into account as well.

Parking:

VIP parking passes will be provided to all vendors paying full price for a booth. You will be able to park very close to your space. These VIP passes are valued at \$20. There will only be ONE pass given to each booth.

Tents, Tables, Chairs, etc.:

You are responsible to provide your own tables, chairs and displays, and expected to be able to secure the tent at night. The best way to do this is with zip down walls, **HEAVY** weights, stakes, and removing all large signage at the end of each day. Flimsy, unsecured tents are damaged at these multi-day events, as are large signs. The afternoon winds, when we have left the grounds, are the most unpredictable. Tents wrapped with a tarp have been the most damaged year to year.

Power & Lighting:

ALL vendors need to provide their own lighting and cords. Power will be available, but be prepared to have to run a 50 to 75 foot extension to reach a spider box (you will need to provide your own extension cord). Lighting must be LED bulbs, not halogen or incandescent.

For more information, contact:

Megan Gisi 702-480-7813 e-mail mgisi918@sbcglobal.net



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Rancho San Rafael Park, Reno, NV

Participant Name _____

Business Name _____

Facility Usage and Hold Harmless Agreement

I/We the undersigned _____ shall be using the grounds of **Rancho San Rafael Park** on September 8 through September 10, 2017, as a representative of the above organization and **Designs By Megan** for the purpose of sales and exhibition of arts and crafts herein referred to as "the activity."

I/We understand and agree that neither **Reno Parks and Recreation, Great Reno Balloon Races or Designs By Megan**, nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity, which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. As part of the consideration for being allowed to use your facility, building, and grounds, as well as all appliances and fixtures in the activity, I/we hereby assume all risk in connection with participation in the activity. I/We understand that the facility contains antique furniture that may be moved and used only with permission and that I/We will be held responsible for any damage that occurs due to negligence or irresponsibility on my/our own part. I/We further release **Reno Parks and Recreation, Great Reno Balloon Races and Designs By Megan**, its trustees, employees, agents, or representatives for any damage that may occur while participating in the activity. I/We further agree to save and hold harmless **Reno Parks, Great Reno Balloon Races and Recreation and Designs By Megan**, its trustees, employees, agents, or representatives from any claim by the undersigned member of the organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity. I/We also authorize **Reno Parks, Great Reno Balloon Races and Recreation and Designs By Megan**, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity. I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed myself/ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20____

Signature _____ Date _____