

Handmade for the Holidays

November 12, 2016

Red Hawk Golf & Resort – Event Center

6600 N. Wingfield Pkwy, Sparks, NV 89436

Megan Gisi: (702) 480-7813

Name _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (home) _____ (cell) _____

E-mail _____ Website _____

Please describe your crafts/product/raffle item (note that by submitting an application you are not automatically accepted, all applications must be reviewed prior to acceptance and you will be notified of your status promptly):

# of Booths	@ \$65 6 foot space (\$50 early bird)
	@ \$85 8'x8' space (\$65 early bird)
	@ \$100 10'x10' space (\$80 early bird)
City of Sparks One Day Business License (Make checks out to "City of Sparks")	@ \$15.00

Total Due:	
Payment Method:	

Exhibitor Signature _____ Date _____

Dear Exhibitor,

Thank you for your interest in participating in our event. Please read the following information, fill out the enclosed application and mail it to:

Handmade for the Holidays

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

Make checks payable to: **Megan Gisi**

Or email to:

sparkshandmade@gmail.com

and

[Paypal fee to : mgisi918@sbcglobal.net](mailto:mgisi918@sbcglobal.net)

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

Event Information:

Event Location:	Red Hawk Golf & Resort – Event Center, 6600 Wingfield Pkwy, Sparks, NV 89436
Set Up Times:	Saturday, November 12, 2016 8:00 AM - 9:45 AM
Event Date/Time:	Saturday, November 12, 2016 10:00 AM- 4:00 PM
Fees:	\$65 to \$100 with optional fees (All returned checks will be charged an additional \$25 fee).
Early Bird Fees:	\$50 to \$80 if paid before May 1, 2016.

Once Vendor's Application is accepted, all fees are NON-REFUNDABLE after October 1, 2016.

Vendor Responsibilities and Rules:

Applications are due by October 1st, 2016 or subject to a late fee.

The craft fair will be filled on a first come first PAID basis from application received date and are subject to a jury. Booths won't be assigned unless application is complete.

Vendors are required to donate 1 item of a minimum retail value of \$10 to the raffle fundraiser. Please describe your raffle item above so that we may use this in our advertising.

You are to supply your own table, chairs, displays, extension cords, internet connection, and so forth. Only the space will be provided. Booth boundaries will be strictly enforced

We reserve the right to final booth space assignment.

All exhibitors are responsible for sales tax on items sold (7.725%) rate subject to be changed.

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. The event coordinators and property owners reserve the right to refuse any display or items for sale deemed inappropriate.

Each vendor is responsible for its/his/her own money, cash box, and sales receipts. Red Hawk Golf & Resort and Designs by Megan will not provide this service, or make change.

Exhibitors must remain open until the end of the event. Failure to do so will result in NOT being welcome at our next event. You will also be asked to set back up if you start to tear down early. Plan to stay open until the event closes.

There will be no rain date, and no refunds will be given for weather related issues.

Booth assignments and set up instructions will be sent to you prior to the event.

We will not be responsible for loss, theft, or damage of any items you have brought to the show. For more information, contact:

Megan Gisi: (702) 480-7813 or sparkshandmade@gmail.com

Remember, the map will not be finalized until all applications are in and approved. Placement of vendors is at our discretion and based on vendor booth content. Our goal is to help everyone have a great show.

Cancellation Policy: If you must cancel please do so by October 1st. There will be no refunds after October 1st if you cancel. As a courtesy, if you have reserved a booth and become aware that you will be unable to participate, we would appreciate a prompt notification.

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Megan Gisi: (702) 480-7813

Participant Name _____

Business Name _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Home Phone _____ **Cell** _____ **Email** _____

Facility Usage and Hold Harmless Agreement

I/We the undersigned authorized representatives(s) of _____ (name of organization) of the city of _____, state of _____ shall be using the building and grounds of **Red Hawk Golf & Resort** on November 12th, 2016, for the purpose of sales and exhibition of arts, crafts, and products herein referred to as “the activity.”

I/We understand and agree that neither **Red Hawk Golf & Resort, Designs by Megan**, nor their 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 further release **Red Hawk Golf & Resort, Designs by Megan**, their 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 **Red Hawk Golf & Resort, Designs by Megan**, their 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 **Red Hawk Golf & Resort, Designs by Megan**, their 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 understand that if I/we do not abide by the rules & regulations, I/we will be asked to remove all merchandise and a refund will not be issued. I/We realize that if I/we cancel my/our registration, I/we will not be issued a refund.

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 _____