



Where Family, Fun & Fitness Come Together

Cold Springs Family Center
18400 Village Parkway
Reno, NV 89508
775-657-6388

coldspringsfamilycenter.com * Join us on Facebook!
Email: coldspringsfamilycenter@gmail.com

Cold Springs Family Center Vendor Registration: Market & Bazaars

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
- Market Events, per event, per space:
Indoor Space: \$25 + Raffle Donation; Outdoor Space: \$20+Raffle Donation
Food Trucks: \$50; Community Organizations: No fee – as approved by volunteer coordinator
SPECIAL: Sign up for all 7 Market events and receive 1 rental space free (payment due up front or through payment arrangements made with the volunteer coordinator).
- You may register for 1 event or choose specific dates. You may add events, however space is on a 1st come, 1st serve basis.
- Payment must be received at time of registration to reserve your spot. Refunds will not be granted for non-attendance.
- 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.
- Market Vendors MUST provide a handwashing station if working with food items.
- Event Contact Information:
Holiday Bazaar: Cold Springs Family Center 775-657-6388 coldspringsfamilycenter@gmail.com
Market: Volunteer Coordinator: Kerri Myers 775-389-8026 coldspringsmarket@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
e-mail: coldspringsfamilycenter@gmail.com

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

Vendor Registration Form

REGISTRATION DEADLINE: Weds. 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:

# of Spaces	Event	Date	Time	Indoor Space \$25	Outdoor Space \$20	Electricity \$5 Indoor Only**
	Easter/Spring	Apr. 15 th	9am-1pm			
	Holiday Bazaar	Nov. 18 th	9am-2pm		Not Available*	
	Lights of the Valley (LOV)	Dec. 9 th	2pm-7pm		Not Available*	

Market Events:

# of Spaces	Month	Date	Time	Indoor Space \$25 + Raffle Donation	Outdoor Space \$20 + Raffle Donation	Other Vendors: Food Trucks: \$50 Community: \$0
	April	April 15 th	9am-1pm			
	May	May 13 th	10am-3pm			
	June	June 10 th	10am-3pm			
	July	July 8 th	10am-3pm			
	August	August 12 th	10am-3pm			
	September	Sept. 9 th	10am-3pm			
	October	Oct. 14 th	10am-3pm			

_____ I will donate a raffle prize (please bring day of event); optional for Bazaars/Required for Markets

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: _____

***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.

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.

SIGNATURE OF PARTICIPANT: _____ Date: _____

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