



Vendor Application

Christmas Shopping Extravaganza

Friday Dec. 8th 2 PM - 7 PM

Saturday Dec. 9th 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

___ 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 10X10 Space: \$175.00 For Both Days if paid by Nov. 22nd \$200.00 after that. (Does not include table or chairs)

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

___ Indoor 10X10 Space Non-Profit: \$100.00 For Both Days (Does not include table or chairs)

___ Indoor 10X5 Space: \$100.00 For Both Days (Space is 10 feet wide and 5 feet deep. Does not include table or chairs)

___ Electric \$10.00 Electric Is Limited! (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.

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

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

*NO HANGING ANYTHING ON THE WALL/WALLS.

*NO ALCOHOL OR GLASS CONTAINERS.

*NO DOGS EXCEPT SERVICE DOGS.

*YOU MUST PROVIDE YOUR OWN TABLES, TABLE CLOTHS, CHAIRS, DISPLAYS, DECORATIONS, ETC.

*ALL BOOTHS MUST BE PROFESSIONAL IN APPEARANCE.

*BOOTH SPACE/SPACES MUST BE LEFT CLEAN!

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

*NO SPACES WILL BE RESERVED WITHOUT PAYMENT!

*NO VENDOR PARKING IN FRONT OF THE BUILDING! VENDORS MUST USE THE BACK PARKING LOT.

Vendor Initials: _____

CALL CASSIDY DAVIS AT (775) 291-0480

EMAIL US AT 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 CARSON PARKS & REC & MUNICIPALITY 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, paid Facebook ads, 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

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

PAYMENT OPTIONS:

- (1) 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
- (2) Money Order: Please make money orders out to Cassidy Davis or Northern Nevada HotSpot
- (3) Cash
- (4) No checks will be accepted unless pre-approved. If approved make check payable to Cassidy Davis or Northern Nevada HotSpot.
- (5) **ALL PAYMENTS ARE NONREFUNDABLE & MUST BE RECEIVED BY November 22nd, 2017.**

PAYMENT DATE & METHOD:

TAXES: NEVADA STATE SALES TAX IS 7.6% (State of Nevada Department of Taxation: 775-688-1295)

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

TAX FORMS MUST BE TURNED IN BEFORE THE END OF THE EVENT TO NORTHERN NEVADA HOTSPOT.

FAILURE TO DO SO WILL RESULT IN YOU NO LONGER BEING ALLOWED TO BE A VENDOR IN OUR EVENTS.

THIS IS PER THE STATE OF NEVADA DEPARTMENT OF TAXATION!

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

___ Insurance Policy Coverage

___ 501 © Non-Profit Documentation

SETUP & TEARDOWN

- 1) Setup Friday, Dec. 8th 11 AM. Must be set up and ready to go by 1:45 PM.
- 2) Friday evening after the event please cover your items or take anything with you that is of great value. The building will be locked by Northern Nevada HotSpot once all of the customers and vendors have left.
- 3) Saturday morning have your booth ready to go no later than 9:45 AM.
- 4) Your booth is to be set up both days until the customers have all left and the ok has been given to teardown.

SUBMITTING YOUR APPLICATION

1) Email your completed and signed application to NNVHOTPOT@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 November 22nd, 2017.**

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 liable for any losses or damages that may occur at anytime before, during, or after the duration of the event.

Name of Business or Organization (please print)

Applicant Name (please print)

Applicant Signature

Date

Northern Nevada HotSpot
Cassidy Davis (775) 291-0480
www.nnvhotspot.com
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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PAYMENT & TAXES

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

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

PAYMENT OPTIONS:

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