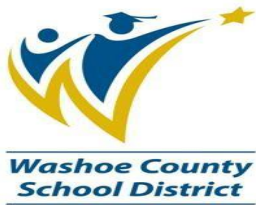


Post Mark Date:	Date Received:	Cash or Check #	Amount \$	## ____ E ____ T ____ Booth: # ____
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**Mendive Middle School**  
**8<sup>th</sup> Annual Craft Fair**  
**Saturday, November 4, 2023**  
**10am – 3pm**  
**Booth Application**



Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (cell): \_\_\_\_\_ E-mail: \_\_\_\_\_

**Product Category (check all that apply):**

- |  |                                   |                                      |                                    |
|--|-----------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Art                 | <input type="checkbox"/> Candles  | <input type="checkbox"/> Ceramics    | <input type="checkbox"/> Soap      |
| <input type="checkbox"/> Children's Items    | <input type="checkbox"/> Clothing | <input type="checkbox"/> Floral      | <input type="checkbox"/> Food      |
| <input type="checkbox"/> Glass               | <input type="checkbox"/> Wood     | <input type="checkbox"/> Leather     | <input type="checkbox"/> Jewelry   |
| <input type="checkbox"/> Metal               | <input type="checkbox"/> Paper    | <input type="checkbox"/> Photography | <input type="checkbox"/> Crochet   |
| <input type="checkbox"/> Home Based Business | <input type="checkbox"/> Fabric   | <input type="checkbox"/> Home Décor  | <input type="checkbox"/> Christmas |
- (Scentsy, Tupperware, etc.)

**PRODUCT DESCRIPTION REQUIRED (describe items in booth rented):** \_\_\_\_\_

Mendive Student/Staff Booth Rental: # of booths \_\_\_\_\_ x **\$40.00** = \_\_\_\_\_

General Vendor Booth Rental: # of booths \_\_\_\_\_ x **\$70.00** = \_\_\_\_\_  
(vendors keep 100% proceeds from sales)

Need a Table? 1 Table **\$10.00** \_\_\_\_\_ 2 Tables **\$20.00** \_\_\_\_\_ 3 Tables **\$30.00** \_\_\_\_\_  
(optional, subject to availability)

Need Electricity? 1 Extension Cord **\$10.00** \_\_\_\_\_ 2 Extension Cords **\$20.00** \_\_\_\_\_  
(optional, subject to availability)

**Total Due:** \_\_\_\_\_ (cash or check)

**I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY WASHOE COUNTY TAXES.** INITIALS \_\_\_\_\_

Nevada Department of Taxation "ONE TIME SALES TAX RETURN" form will be issued to all vendors.

Tax Forms must be turned in to the information table BEFORE exhibit tear down. INITIALS \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Mendive Middle School**  
**8<sup>th</sup> Annual Craft Fair**  
**Saturday, November 4, 2023**

**Participant Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Emai:** \_\_\_\_\_

**HOLD HARMLESS AGREEMENT:**

**Exhibitor agrees to save Washoe County School District harmless from all claims or suits for losses, liabilities, injuries, or other detriments which may be made against the County or its employees based on any intentional or negligent act or omission by the exhibitor as a result of participation in the MMS 8<sup>th</sup> Annual Craft Fair being held at Mendive Middle School, 1900 Whitewood Dr., Sparks, NV 89436**

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**Signature**

**Date**

**Dear Vendor,**

Thank you for your interest in participating in our 8<sup>th</sup> Mendive Craft Fair. Please read the following information, fill out the enclosed application and mail it to:

**Christy Cronon  
MMS Scholarship Craft Fair  
1900 Whitewood Dr.  
Sparks, NV 89436**

**Make checks payable to: Mendive Middle School PTO**

You will be notified by mail as soon as your application is received and processed. Please contact us if you don't hear from us in a timely manner. **Please note processing may take 2-3 weeks.**

**Vendor Information:**

Event Location: **Mendive Middle School (1900 Whitewood Dr., Sparks, NV 89436)**

Set up Times: **Saturday, 7:00am – 10:00am**

Clean up Times: **Saturday, 3:00pm – 5:00pm**

Event Date: **Saturday, November 4, 2023**

Shopping Hours: **10:00am – 3:00pm**

**Fees:**

- \$70.00 per booth
- Electricity = \$10 per booth (optional, subject to availability)
- Table Rental = \$10 per booth (optional, subject to availability)
- ***Returned checks will be assessed a \$25.00 fee***

- Food items must be packed and labeled
- Food items may not include drinks and snacks sold by our concessions
- 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 vendors
- Tax Forms must be turned in to the information table BEFORE exhibit tear down
- The following items are not permitted to be sold: drug paraphernalia, sex items, weapons including but not limited to guns, knives, swords, bows and arrows
- Exhibitors must remain OPEN until the end of the event
- Withdrawal requests must be submitted by letter or email to Heather Morris by Oct. 15, 2023 to receive a full refund. NO REFUNDS will be made after this date.
- "NO SHOWS" will result in non-participation in next year's event
- We will not be responsible for loss, theft, or damage of any items you have brought to the show

**For more information please contact:**

Heather Morris: 775-250-9457 [hmorris@washoeschools.net](mailto:hmorris@washoeschools.net)

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