

VFW AND AUXILIARY 3396 CRAFT FAIR – VENDOR APPLICATION

(PLEASE PRINT CLEARLY)

BUSINESS NAME _____

BUSINESS CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS PHONE _____ CELL PHONE _____

EMAIL: _____ WEBSITE _____

Indicate below the number of spaces requested and any charges. If you require 2 spaces you will have to pay for 2 spaces

_____ 10x10 Craft Vendor Space @ \$75 each TOTAL \$ _____

- **NO** electricity provided
- 1 Table and 2 Chairs Provided per paid booth
- Craft Fair Hours: 10am – 3pm
- Set up times: 8am – 9:50am
- Teardown: 3pm

List all types of items (craft or informational) for sale or distribution at the fair (attach additional sheets if necessary). If the item is not listed on this application, you will not be allowed to sell or display it at the fair. The fair reserves the right to limit the number of vendors with similar items. All items will be under review. We do not want to have too many of the same thing sold as it will decrease everyone's sales during the fair. Vendors may only sell items which are listed on the application and have previously been approved.

Arts and crafts: Please be very specific and avoid generic terms such as "jewelry" as a description. Unapproved or unlisted items offerings will result in immediate removal of vendor from event along with forfeiture of fees.

Item	Item

FOR OFFICE USE ONLY

Processed by: _____ Date: _____ Amount: _____ Cash/Check _____

Transaction number: _____

All applications must be received within two (2) weeks before event. Only completed applications with signatures, the Release of Liability and Waiver Agreement, the Indemnity Agreement, and payment will be accepted. Make checks payable to VFW Silver State Post 3396 and Its Auxiliary. A \$35.00 charge will be assessed for all NSF returned checks. Please make a copy of the complete application and forms to keep for your records. Incomplete applications will not be considered.

This is a juried event. Sending in an application does not guarantee acceptance. Vendors not selected will be placed on a waiting list and will be notified if an opening becomes available. If not selected, your check will be shredded. Vendors will be notified of their acceptance within seven days of the application being turned in.

For more information and to submit this form with pictures use this contact: VFW Silver State Post 3396 and Its Auxiliary at info@vfw3396.org or Phone: 775-453-6291

This is a rain or shine event. **No refunds will be given.** The entire event will take place inside the Sparks High School Gym.

I HAVE READ THE VENDOR RULES AND RECEIVED A COPY OF THESE RULES AND REGULATIONS AND I AGREE TO ABIDE BY THEM (All Rules and regulations are attached to this application. Please keep a copy for your records).

Signature: _____ Date: _____

Printed Name: _____ Business Name: _____

RELEASE OF LIABILITY AND WAIVER AGREEMENT

I, (print name) _____ Date _____

That I am over 18 years of age, and that I have read and understood this Release of Liability and Waiver Agreement.

That I hereby waive, release and discharge from all claims or liabilities for death, personal injury, property damage, theft, or damages of any kind, whether or not attributable to the negligence of VFW Silver State Post 3396 and Its Auxiliary and/or any agents, successors, assigns, or members of VFW Silver State Post 3396 and Its Auxiliary.

That I do hereby agree to indemnify and hold VFW Silver State Post 3396 and Its Auxiliary at and/or any agents, successors, assigns, or members of the VFW Silver State Post 3396 and Its Auxiliary from and against any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgements, suits, proceedings, costs, disbursements, or expenses of any kind or nature whatsoever (including without limitation, attorney's fees and expert's fees and disbursement) which may at any time be imposed upon, incurred by or asserted or awarded against VFW Silver State Post 3396 and Its Auxiliary and/or any agents, successors, assigns, or members of VFW Silver State Post 3396 and Its Auxiliary which relates to or in any way arises out of acts or omissions connected to my use of the facilities of Sparks High School, regardless of whether or not said acts or omissions were made by myself, my guests, or any vendors.

Signature: _____ Date: _____

Printed name: _____ Business name: _____

I, (print name), _____ AGREE TO THE FOLLOWING:

The use and reproduction of any and all photographs and/or video clips taken of me in any form whatsoever for use in VFW Silver State Post 3396 and Its Auxiliary newsletter, brochures, flyers, on VFW Silver State Post 3396 and Its Auxiliary websites, and in any other publications produced for VFW Silver State Post 3396 and Its Auxiliary.

Rules & Regulations

Set Up/Break down

- All vendors must sign in at vendor check in prior to setting up. An official will direct you to your space as needed.
- Set up will be available from 8:00am-9:50am. All vehicles must be removed from the fair area by 9:30am. Late arrivals will not be allowed to set up and you will forfeit your application fees.
- You must be ready to open your booth 10 minutes prior to the fairs opening.
- Vendors must unload their vehicles completely and move/park their vehicles before setting up their booth.
- All vendors are expected to remain during specified times barring emergencies. If you cannot be open during the required times, please do not apply.
- Break down can start after 3:00pm. Please come prepared to stay open until 3:00pm. For obvious safety reasons, vendors cannot bring their vehicles into the fair area until all patrons have cleared the area.
- Vendors cannot move their vehicles into the fair area for loading until their booth area is completely packed and sitting on the side for quick loading after 3:30pm.
- All exhibitors/vendors are responsible for disposing of their own waste. Each exhibitor shall clear their space of all trash at breakdown.

Parking

- No vehicles, except food trucks and fair vehicles, may remain on the grounds. All vendors **MUST PARK** in areas other than our reserved parking lot.

Craft Vendor Specific Regulations

- Craft vendors cannot sell or give away for free on-site consumable foods and beverages.

Informational Vendor Specific Regulations

- Informational vendors (businesses) are permitted to distribute literature, giveaways (marketing material), and procure customers for contacts and sales within their booth space only.
- This is a non-political event. No booth will be rented to a political party endorsing a candidate standing for election. No booths displaying political advertising will be permitted.
- This is a Washoe County School District location so no controversial beliefs (pro this or that) advertising at any booth or on any merchandise.
- **There is no electricity provided. No generators will be allowed.**

- Displays must be professional and aesthetically pleasing. Handwritten signs must be neat and attractive.
- Vendors must post prices in a legible manner and in a visible place within their booth.
- Reselling or subleasing booth space is not permitted. You may not share a space with another vendor.
- Vendors are expected to keep the area around their booth clean and litter free. Walkways must be kept clear for visitors and emergency personnel.
- Booths must be clean at all times.
- All vendors are responsible for removing their own trash.
- All business activity must be confined within the designated rented space only. No distribution, canvassing, flyers, or vending of any kind may be done by strolling through the fair area.
- No raffles in exchange for money may be held, but booth prizes given away at random for no money purchase are allowed.
- The Craft Fair committee must approve in writing all giveaways and samplings. Please include a written description of your intent with the application.
- No beverage may be sold or distributed as a “sample” or as “free”.
- VFW Silver State Post 3396 and Its Auxiliary refers the right to cancel any vendor agreement/partnership/sponsorship at any time, for any reason.
- All vendors are responsible for filing their own taxes with the City of Sparks, Washoe County and the State of Nevada.
 - All persons, companies or organizations renting booth/concession space do so as independent contractors and not as employees or agents of the VFW Silver State Post 3396 and Its Auxiliary, and as such assume all responsibility for withholding taxes, social security, state taxes, public liability, workers compensation insurance and assume responsibility for insurance coverage to, from, and during the fair and for accident or injury to himself and/or his equipment.
- Pets are NOT allowed on the fair property, however, officially designated “service animals” are permitted.
- Vendors must be property attired at all times.
- All booths must be always manned during the craft fair.
- Megaphones and electronic amplification are NOT permitted. No radios, tape players, offensive noise or language, or distractions are permitted in booth spaces.
- Common courtesy to event attendees, volunteers, and fair personnel is expected of all participants.
- No bikes, scooters, skateboards, or roller blades permitted.
- Smoking is NOT permitted on the premises.
- Alcoholic beverages and/or drugs and/or drug paraphernalia are not permitted on the property.

Any violation of the rules and regulations stated above will exclude vendors from participating in future shows and may result in the loss of exhibit space without a refund. Your request to exhibit or sell will imply acceptance of these rules and regulations. Vendors who do not abide by our rules may be asked to leave and will not receive a refund.