**Age of Chivalry Renaissance Festival**
Sunset Park, October 12-14, 2018
Friday & Saturday: 10 am-10 pm Sunday: 10 am-5 pm
BOOTH SPACE APPLICATION & AGREEMENT

Check One: ☐ New Applicant ☐ Returning Concessionaire

Company Name:_________________________ Company Contact:_________________________

Address:_________________________

City:______________ State:______________ Zip:_________________________

Telephone:_________________________ Cell:_________________________ Fax:_________________________

Email Address:_________________________

TAX ID#_________________________ AND Business License #_________________________

Non Profit ID #_________________________

“YOUR” SOCIAL MEDIA SOURCES (Facebook, Instagram & Twitter) ADDRESS

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**EXHIBITOR REQUIREMENTS:** All applications will be screened for compatibility with this event and the event needs. Application must be filled out completely for consideration. “ALL” vendors with Clark County Parks and Recreation will need to include a photograph of the setup, products and attire/garb.

**ACCEPTANCE:** For repeat applicants. If accepted, ALL paperwork and full payment must be returned to Clark County Parks and Recreation office **no later than Friday, September 14th 2018 at 4:30 p.m.** If paperwork and full payment are not received by this deadline, you will have to submit your application along with new applicants. **For new applicants** If accepted, ALL paperwork and full payment must be returned to Clark County Parks and Recreation office **no later than Friday, September 14th 2018 at 4:30 p.m.** If paperwork and full payment are not received by this deadline, you will have a **$100 late fee imposed and subject to denial if not paid prior to the event.**

**PRICING:** Prices are available according to the rates on page 2. Applications submitted prior to Friday, September 14th, 2018 will not have any imposed late fees. If **full paperwork and full payment is not received by the Friday September 14, 2018 deadline, a $100 late fee will be imposed or you may be subject to denial if not paid prior to the event.**

**SET-UP:** Booth footprint MUST be within the confines of the purchased area assigned by Clark County Special Events. If none has been assigned, please confirm with Vendor Coordinator before officially setting up. You are purchasing a space. You must provide all tents, décor, props, and equipment.

**PLEASE know there is NO STAKING ON PARK GROUNDS!**

Questions? Email: Danielle.garcia@clarkcountynv.gov
Age of Chivalry Renaissance Festival
Sunset Park, October 12-14, 2018
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BOOTH SPACE APPLICATION & AGREEMENT

Choose your Space- $250

A limited number of each size space will be available as a “choose your Space” option. Choose your Space must be paid for prior to the September 15th deadline and will be available for selection, on a first paid basis, starting September 17, 2018. Choose your Space option will be a $250.00 fee, in addition to your booth cost.

VENOR VILLAGE PRICING (EAST SIDE)

BOOTH COSTS If Paid ON OR BEFORE Friday September 14, 2018

<table>
<thead>
<tr>
<th>Size</th>
<th>Cost</th>
<th>Working Passes</th>
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<tbody>
<tr>
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<tr>
<td>10' X 20'</td>
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<td>10' X 30'</td>
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<td>20' X 25'</td>
<td>$2950</td>
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BOOTH COSTS AFTER Friday September 14, 2018

A FEE of $100.00 will be added to the above listed price after 4:30pm on Friday, September 14th, 2018. Booth Spaces NOT PAID for by this time will receive this fee.

Choose your Space option will not be available.

Extra working passes are $10 each; (limited to 5)

NOT AVAILABLE DAY OF EVENT. AMOUNT NEEDED __________

WEST SIDE PRICING

We are only accepting up to 4 vendors on the west side to compliment a couple villages.

BOOTH COSTS If Paid ON OR BEFORE Friday September 14, 2018

<table>
<thead>
<tr>
<th>Size</th>
<th>Cost</th>
<th>Working Passes</th>
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BOOTH COSTS AFTER Friday September 14, 2018

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Choose your Space option will not be available.

Extra working passes are $10 each; (limited to 5)

NOT AVAILABLE DAY OF EVENT. AMOUNT NEEDED __________
Please list below what you will be selling at your booth. ALL Vendors with Clark County Parks and Recreation will need to include a photograph of your set up as well as photos of your products.

VENDORS PLEASE LIST ALL ITEMS TO BE SOLD WITH PRICING.
(All exhibitors must fill out this section)

<table>
<thead>
<tr>
<th>MENU ITEMS (Please provide full menu on separate sheet).</th>
<th>PRICE</th>
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Notes:___________________________________________________________________________
(FOOD)
Age of Chivalry Renaissance Festival
Sunset Park, October 12-14, 2018
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BOOTH SPACE APPLICATION & AGREEMENT

ELECTRICAL WORKSHEET
(All exhibitors must fill out this section)

PRICES BELOW WILL BE VALID IF PAID BY FRIDAY September 14, 2018.
NOTE: After the deadline additional $50 will be added to the original fees below.

Please Check Appropriate Box(es), Total At The Bottom “Under Total Amount Owed”

DO YOU NEED ELECTRICITY: ___ YES ___ NO

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<thead>
<tr>
<th>110V Single Phase:</th>
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<td>☐ 20 AMPS</td>
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<td>☐ 40 AMPS</td>
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<td>☐ 60 AMPS</td>
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<th>Cost</th>
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<td>$130</td>
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<tr>
<td>☐ 30 AMPS</td>
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<td>☐ 50 AMPS</td>
<td>$175</td>
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220V Three Phase | Cost | Please provide picture and number on plug
☐ 220V3P | $200 |

TOTAL AMOUNT OWED: _________

***Please make sure you have checked the appropriate box(es) above that covers the amount of power you need to run ALL your equipment. If you require more power than what you paid for, you will be charged for the correct amount of amps, plus a $50.00 late fee.

**NO POWER AVAILABLE UNTIL FRIDAY MORNING**

Notes: ____________________________________________________________________
PAYMENT, ACCEPTANCE AND DEADLINE

Please DO NOT Submit Payment and Certificate of Insurance (COI) until after you have been accepted. If accepted, payment must be cashier check or money order only

• **PAYMENT TYPE** - CASHIER CHECK/MONEY ORDER ONLY
  **No personal or corporate checks will be accepted**

• **PAYABLE TO** - Clark County Parks and Recreation
  (Please include insurance certificate, permits, and any requirements at time of payment)

• **Mail To** - Clark County Parks & Recreation
  Attn: Special Events, 2601 E. Sunset Road, Las Vegas, NV 89120

USEFUL INFORMATION

PERMITS
1. Southern Nevada Health Department at 702-383-1251.(Food or open container)
   http://www.southernnevadahealthdistrict.org/permits.php
2. Clark County Fire – (tents over 400 sq feet, or generators w/ 50 gallons of fuel or more)

LICENSING
• Business Licensing – (STATE & COUNTY)
  https://www.nvsilverflume.gov/startBusiness
  http://www.clarkcountynv.gov/depts/Business_license/general_business/Pages/Forms.aspx

• Department of Taxation – (Sales Tax)
  http://tax.nv.gov/uploadedFiles/taxnvgov/Content/Forms/Sales_and_Use_Tax_Return_07-01-09.pdf

DISCLOSURE OF OWNERSHIP
See Attached

REFUNDS
Vendor refunds will only be granted if a request for refund is submitted in writing and postmarked 30 DAYS PRIOR TO THE EVENT (Wednesday, September 12, 2018). No refunds will be given after this date for any reason.

Any questions or concerns focused on this event or application can be communicated via,
   Email To – Danielle.garcia@clarkcountynv.gov
   Or
   Contact the Special Events Department at 702-455-8827.
TERMS AND CONDITIONS FOR ALL VENDORS

1. Vendor shall submit the required fee by September 14, 2018 or their vending space will be forfeited. No acceptance after this date for anyone for any reason. Participants must be in costumes circa 1200-1600. Vendor booths must be themed in a historical genre depicting shops circa 1200-1600.

2. Vendor is required to be open on October 12-14th, 2018 starting at 10 a.m. for the duration of the entire event. CLOSING BEFORE END OF THE EVENT, OR STAYING OPEN AFTER THE END OF THE EVENT IS GROUNDS FOR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS.

3. Vendor must post prices in a legible manner and in a visible space on their booth. Vendors will only be allowed to sell items that have been approved in writing by the Fair committee.

4. INSURANCE: YOU MUST BE COVERED! Vendor must provide public liability and property damage insurance naming Clark County and Las Vegas Metropolitan Police Dept. as additional-insured in an amount not less that One Million Dollars ($1,000,000) per occurrence, Two Million dollars ($2,000,000) aggregate. The Department of Parks and Recreation must receive the certificate of insurance no later than five (5) working days’ prior to the event. Vendor is solely responsible for any personal property at all times. (sample included)

5. Clark County will not allow the sale of merchandise at the event that offends community standards or depicts illegal drug use or paraphernalia.

6. FIRE INSPECTION: Vendors and Guilds will be required to have a fire extinguisher onsite with a minimum rating of 2A10B:C AND a licensed Nevada fire protection company must have serviced it within the last year. These extinguishers must bear a tag with the servicing info.

- Please see attached addendum for additional fire code requirements on pages 8-11.

7. SUBLEASING: Vendor may not sublease their space unless pre-arranged with Clark County Special Events. Sublease in this use includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor’s space.

8. INDEMNIFICATION: Contractor agrees, by accepting this agreement, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney’s fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of contractor or its principals, employees, subcontractors or other agents while performing services under this contract.

9. ELECTRICAL REQUIREMENTS: If you require additional or other electrical hookup, there will be a charge. (Please see Electrical Information section on page 4).

10. STAKING: Per the Clark County Ordinance Staking is not allowed in any park on Clark County Property without written permission from Clark County. In addition to the permission needed, the federally-mandated National “Call Before You Dig” MUST also be called to schedule line locator technicians to come on property to locate lines. If you do not adhere to these rules and cause any damage you will be liable for ALL damages as well as responsible for any law suits from injuries to others.
TERMS AND CONDITIONS FOR ALL VENDORS

11. PERMITS: You are required to obtain, submit copies to Clark County Parks & Recreation and display all necessary permits on site in order to operate on the fair grounds. If selected to participate in Clark County events you will be under our special events multi-vendor license/permit.

12. SALES TAX: Vendors are responsible for keeping track of their sales and paying current applicable Nevada State Sales Tax at the end of the event. A representative of the State will collect the tax at 4 p.m. on the last day of the fair at the information booth. YOU MUST GO TO THE INFORMATION BOOTH TO MAKE PAYMENT. If you are forced to close by any government agency for failure to obtain your necessary permits and/or licenses, Clark County is not liable and will not refund fees. NO EXCEPTIONS CAN BE MADE TO THIS BECAUSE OF NEVADA STATE LAW. Any questions should be directed to Nevada’s Department of Taxation at 702-486-2300. Failure to comply or non-payment will result in termination from participation within any future County events.

13. The sale of alcoholic beverages of any kind is strictly prohibited. Failure to comply with beverage rules will result in forfeiture of vending fees and expulsion from the event.

14. Consumption of alcoholic beverages by vendors at their booth is prohibited. Under no circumstances are controlled substances allowed on the event site. Anyone with controlled substances in their possession on the event site is subject to immediate expulsion and/or arrest.

15. Bagged ice will be available on site for purchase.

16. Potable water is available on a limited basis. Use of potable water will require written advance notice. If granted permission, vendors will be responsible for their own hook ups (including a hose).

17. All business, or other activity, for which the vendors have rented space, must be conducted within the designated booth space only! No distribution, canvassing, flyers, or vending of any kind may be done while strolling through the Fair grounds.

18. No animals allowed – please leave your pets at home. Certified service animals accepted. Failure to comply will mean expulsion from the fair.

19. Set-up information will be mailed to you upon acceptance.

20. Vendors & Encampments: All tents exceeding 400 square feet of space are required to have a certificate of fireproofing certification. Failure to comply will result in immediate shut down and strike of the tent.

21. Minors under 21 years of age are prohibited from consuming, handling or purchasing alcoholic beverages.

22. Vendors must provide their own tents, tables, chairs, shade cover/tent, lights, etc. Tents must look like they are from circa 1200AD to 1600AD, NO PLAIN POP-UPS ALLOWED, YOUR TENT MUST BE DECORATED.

22. Glass blower vendors are only allowed to have one five-gallon tank of natural gas on site at a time.

23. SECURITY: Security will be provided (as a courtesy) for the vendor booths and the encampment areas from 6 p.m. on Thursday, October 12, until Monday, October 16 at 8 a.m. County and Security Company will not be held liable or be responsible for any loss, theft or damage.
24. No political signs are permitted.

25. All weapons must be sheathed and peace tied at all times. Any person found brandishing a weapon, other than at a scheduled performance, or historical re-enactment scheduled by a guild, will be subject to immediate expulsion from the Fair.

26. No carts or motorized vehicles during fair hours without prior approval from Clark County.

27. Vendors must be completely off fair grounds by Monday, October 10 at Noon. Failure to comply will result in potential expulsion from future Clark County events.

SUBMISSION OF THIS APPLICATION AND PAYMENT OF FEE DOES NOT GUARANTEE A SPACE. I HAVE READ THIS ENTIRE APPLICATION AND WILL COMPLY WITH ALL TERMS AND CONDITIONS.

Business Name: ___________________________ Date: ____________

Name: ________________________________ Date: ____________

Signature: ____________________________________________
UNIFORM FIRE CODE

SECTION 3202- DEFINITIONS

Canopy is a temporary structure enclosed or shelter constructed fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

SECTION 3205- ACCESS, LOCATION AND PARKING

3205.2 Location and Parking. Tents shall not be located within 20 feet (6096 mm) of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guywires shall be considered as part of the temporary membrane structure, tent or canopy.

SECTION 3208-PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be provided in accordance with Sections 1002 and 1005.2.7.

SECTION 3211- MEANS OF EGRESS

Curtains shall be free sliding on a metal support. The support shall be a minimum eight feet (2438 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtains obstruct the exit.

SECTION 3213- MEANS OF EGRESS ILLUMINATION

Means of egress shall be illuminated with light having an intensity of not less than one footcandle (10.76 lx) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power when required by Section 3214.2.

SECTION 3214- EXIT SIGNS

3214.2 Illumination. Exit signs in temporary membrane structures, tents and canopies with occupant loads of more than 100 persons shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner:
UNIFORM FIRE CODE

SECTION 3215- SOURCE OF IGNITION

3215.1 Smoking. Smoking shall not be permitted in temporary membrane structures, tents or canopies or in adjacent areas where hay, straw, sawdust or other combustible materials are stored or used. NO SMOKING signs shall be conspicuously posted.

SECTION 3216- COOKING AND HEATING

3216.1 General. Cooking and heating shall be in accordance with Section 3216. Cooking and heating equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved, or in accordance with the Mechanical Code.

3216.3.1 Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.

3216.3.2 Tents where cooking is performed shall be separated from temporary membrane structures, other tents and canopies by a minimum of 20 feet (6096 mm).

3216.3.3 Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) from a temporary membrane structure, tent or canopy.

SECTION 3217- FLAMMABLE AND COMBUSTIBLE LIQUIDS

3217.2 Flammable and Combustible Liquid Storage. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15,240 mm) from temporary membrane structures, tents and canopies. Storage shall be in accordance with Article 79.

3217.3 Refueling. Refueling shall be performed in an approved location not less than 20 feet (6096 mm) from temporary membrane structures, tents, and canopies.

3221.4 Waste Material. The floor surface inside temporary membrane structure, tent or canopy and the grounds outside and within one 30-foot (9144mm) perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.

SECTION 3219- GENERATORS

Generators and other combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet (6096mm) and be isolated from contact with the public by fencing, enclosure or other approved means.
CLV ORDINANCE #6124 – Tents & Other Membrane Structures:

Tent: A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. **IFC 2402.1**

Tents and membrane structures having an area in excess of 400 ft² shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the Clark County Fire Department. **IFC 2403.2**

Structures shall not be located within 20 feet of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles, internal combustions engines. **IFC 2403.8.2**

Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more. **IFC 2403.12.6**

The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8 feet. **IFC 2403.12.8**

Smoking shall not be permitted in tents or membrane structures. Approved “No Smoking” signs shall be conspicuously posted. **IFC 2404.6**

Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory certifying that the tents and their appurtenances including sawdust when used on floors or passageways, are composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner. **IFC 2404.2**

All structures must provide a flame retardant certificate for each structure.

Each structure permitted or non-permitted size shall have a minimum of a 2A10BC fire extinguisher. Each cooking structure shall have in addition to the 2A10BC a class K extinguisher.

There shall be no open flame in or within 20 feet. Outdoor cooking that produces sparks/grease-laden vapors shall not be performed in or within 20 feet of temporary membrane structures.

LP-Gas containers shall be located outside and five feet from temporary membrane structures with safety release valve facing away from the structure.

Extension cords for heating and cooking equipment shall be UL approved, listed for outdoor use and plugged into an approved receptacle.

Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means. **IFC 2404.19**
NFPA 160 – Flame Effects

To use or produce any flame effects, a permit must be obtained from the Clark County Fire Department (CCFD), and the Nevada State Fire Marshal must license the user of such special effects.

Article 11 – Recreational Fires

The CCFD and CC Air Pollution Office require a permit. Recreational fire shall not be conducted within 25 feet of combustible material unless contained in an approved manner, as approved by this office.

Article 77 – Black Powder/Explosives

1. Vendor shall obtain a permit from CCFD for storage and use.
2. Storage magazine shall be 75 feet from structure, exits, or vehicles
3. Provide 24-hours security.
4. Provide approved placards on all four sides of magazine.
5. Post No Smoking signs.
6. Provide insurance of $2,000,000, listing CCFD as additional insured.
7. Provide storage magazine inspected and approved by CCFD
8. Provide a map of the storage area.
9. Provide a description and amounts of product to be used and stored.
CLARK COUNTY CERTIFICATE OF INSURANCE

1. INSURANCE BROKER'S NAME
   ADDRESS
   CONTACT NAME
   PHONE & FAX NUMBERS

2. INSURED'S NAME
   ADDRESS
   PHONE & FAX NUMBERS

COVERAGE

IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<table>
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<th>CO #</th>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE (MM/DD/YY)</th>
<th>POLICY EXPIRATION DATE (MM/DD/YY)</th>
<th>LIMITS</th>
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<td>COMMERCIAL GENERAL LIABILITY</td>
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<td>WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY</td>
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<td>7.</td>
<td>DESCRIPTION OF PROJECT; PROJECT NUMBER; PROJECT DESCRIPTION; CLARK COUNTY, ITS OFFICERS, EMPLOYEES AND VOLUNTEERS, ENTER OTHER ARE INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE NAMED INSURED IN CONNECTION WITH THIS PROJECT.</td>
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<td>8.</td>
<td>CERTIFICATE HOLDER</td>
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<td></td>
<td>CLARK COUNTY, NEVADA C/O PURCHASING AND CONTRACTS DIVISION 500 S. GRAND CENTRAL PKY 4TH FL BOX 551217 LAS VEGAS, NV 89156-1217</td>
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<td>The Certificate Holder is named as an additional insured.</td>
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</tbody>
</table>

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

9. NEVADA RESIDENT AGENT SIGNATURE (NRS 68A-300)