VENDOR APPLICATION
Children's Festival

April 16, 2016

10 a.m. – 3 p.m.

BOOTH SPACE APPLICATION

Company Name:_____ Contact:_____

Address:_____

City:_____ State:_____ Zip:_____

Telephone:_____ Fax:_____

Email Address:_____

TAX ID# and business license #_____

Non Profit ID #_____

Vendor Requirements: Booth rate is available according to the following scale. **You must supply your own tent, tables, extension cords and chairs. Applicat ions must be f illed out co mpletely or it w ill not be processed. Clark County provides booth space only!** Pricing includes space and working passes. If you are a NEW vendor with Clark County Parks and Recreation you will need to include a p hotograph o f your set up, products and booth. You will be notified if accepted.

BOOTH COSTS = 10' X 10' - $80.00

Please list below what you will be selling at your booth. If you are a NEW vendor with Clark County Parks and Recreation you will need to include a photograph of your set up or an example of your product.

VENDORS PLEASE LIST ALL ITEMS TO BE SOLD WITH PRICING.

(All exhibitors must fill out this section)

1. _____ **2.** _____ **3.** _____

4. _____ **5.** _____ **6.** _____

The Clark County Parks & Recreation Winchester Cultural Center, reserves the right to refuse any application.
For more information please call Winchester (702) 455-7340.

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ELECTRICAL WORKSHEET

(All exhibitors must fill out this section)

Please list all electrical items to be used and their wattage. (Check the sticker on the back of the appliance.) Standard power is included in your booth rental. Standard power is 20 Amps. Please check the appropriate box below:

☐ **Standard 20 Amps** ☐ **Additional 20 Amps** ☐ **Additional 30 Amps**

If you are caught taking more power than you have requested on your application you will be removed from the event, all fees will be forfeited and face possible exclusion from future Clark County events.

Appliance _____ Watts _____ Appliance _____ Watts _____

Appliance _____ Watts _____ Appliance _____ Watts _____

PAYMENT:
Upon Acceptance of the Application or by April 8, 2016

Please make cashiers check or money order payable to:
CLARK COUNTY PARKS & RECREATION

Return your completed application and copies of insurance, permits, and additional requirements.

Mail to:
Clark County Parks and Recreation
Winchester Cultural Center
Attn: Joseph House
3130 S. McLeod Dr., Las Vegas, Nevada 89121
FAX: (702) 455-7344
Phone: (702) 455-7340

All completed vending applications must be returned to Clark County Parks & Recreation's Winchester Cultural Center no later than 5:00 PM on April 01, 2016. Upon acceptance the deadline for submitting the payment is April 08. Do not send payment with the application. You will be notified as to if your application is accepted or not and then the payment is due.

Application deadline: April 01, 2016

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TERMS AND CONDITIONS FOR ALL VENDORS

1. **Vendor shall submit the required fee by April 08, 2016 or their vending space will be forfeited. No acceptance after this date for anyone for any reason. Cancellation by vendor after this date will result in forfeiture of any fees paid.**

2. Vendor is required to be open on April 16, 2016 for the entire event. CLOSING BEFORE THE 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 staff.

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

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** will be required to have on site a fire extinguisher 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 information. If you will be using any type of frying appliance, including commercial grade deep fryers, woks, pots, etc. they will need a fire extinguisher that is a K class, in addition to the C class. A licensed Nevada state fire protection company must also have serviced this extinguisher within the last year, and a No Smoking sign must be posted. ***Please see attached addendum for additional fire code requirements.***

7. **SUBLEASING:** Vendor may not sublease their space unless pre-arranged with Clark County Parks & Recreation. 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 application, 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. No political signs are permitted.

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TERMS AND CONDITIONS FOR ALL VENDORS

10. **ELECTRICAL REQUIREMENTS:** Vendors on request will receive 110 volt 20 amp electrical service (20amps = 2000 watts). If you require additional or other electrical hookup, there will be an additional charge. *(Please see Electrical Information section for fees).*

11. **HEALTH PERMIT:** Food Vendors (including bottled water, soda, etc.) must obtain a temporary food permit from the Health Authority. Events operated on County Property should obtain a temporary permit from the Clark County Health District. These temporary food permits must be available on site. The Clark County Health District will charge a late fee for permits not obtained 7 days in advance. You will not be allowed to open if you do not have a health permit. Health District Regulations must be followed during the event. Any questions regarding temporary permits should call the Health Department at 702-383-1251.

12. You are subject to state sales tax whenever applicable. 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. Any questions should be directed to Nevada's Department of Taxation at 702-486-2300.

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.

15. Potable water is available on a limited basis. Use of potable water will require written advance notice.

16. 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 strolling through the festival grounds.

17. Set-up information will be mailed to you on acceptance.

18. Vendors will be allowed to set up on Friday, April 15 from 4 PM to 6 PM or Saturday April 16 from 8AM to 9:45 AM. After setup hours you will have to hand truck merchandise to your booth. Break down will be Saturday, April 16 from 3 to 5 PM.

19. **Vendor vehicles will only be allowed in the festival area during the above hours, they will not be allowed to remain on the grass during the festival or past the setup deadline. All cars will have to be off site no later than 9:45 AM on Saturday, April 16, 2016. NO EXCEPTIONS!**

20. Vendors must provide their own tents, tables, extension cords, chairs, shade cover/tent, lights, etc.

21. All vendor vehicles must park in the designated area for vendors, which shall be a minimum of 50 feet from event perimeters. All vendor vehicles are subject to search by security personnel.

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Submission of this application does not guarantee a space. I have read this entire application and shall 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 with in 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 of 8 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 1 foot-candle (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:

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.

UNIFORM FIRE CODE

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.

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.

SECTION 3221- HOUSEKEEPING

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