



CITY OF HENDERSON
FOOD VENDOR APPLICATION
Fourth of July Celebration | July 4, 2016 | 6pm-9pm | Mission Hills Park
APPLICATION DEADLINE: Thursday, May 26, 2016

PROVIDER: _____ PHONE: _____ FAX: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
CONTACT: _____ CELL PHONE: _____ Permit Type or #: _____
EMAIL: _____ WEBSITE: _____

List type of menu and prices *(Attach additional sheet if needed): _____

***Some events will have restrictions on sales (e.g., bottled water and/or soft drinks). Rights to sell may be given to pre-assigned nonprofit groups only and duplicate food items among vendors may be denied. If selected as an event vendor, notification of approved menu items for sale at event will be listed in confirmation letters.**

BOOTH OVERVIEW:

Do you vend from a: Trailer _____ Tent _____ Booth _____ Cart _____ Food Truck _____
Size (incl. hitch and/or awnings) L _____ and W _____ Serving side (L / R or F / B) _____
Power: (standard cord end required): 110-volt (up to 20 amps) _____ or 220-volt (up to 50 amps) _____

NOTE: A PHOTO SHOWING YOUR FULL SETUP (TRAILER, TENT, BOOTH, etc.) MUST BE INCLUDED WITH YOUR APPLICATION IN ORDER TO BE CONSIDERED! IF YOU DO NOT HAVE A PHOTO, PLEASE SUBMIT A DRAWING OF SETUP.

PERSONAL VEHICLES ARE NOT PERMITTED IN BOOTH AREA DURING EVENT HOURS. VENDORS MUST PARK ALL VEHICLES, INCLUDING TOW VEHICLES, IN AVAILABLE PARKING AREAS.

GENERAL RULES & REGULATIONS

1. If selected, vendor will be responsible for completing, signing and returning items listed in **A** through **D** to the City of Henderson on or before **Wednesday, June 15, 2016**:
 - A. Original "Certificate of Insurance" naming City of Henderson, 240 Water Street, as "Additional Insured" in the amount of one million dollars (\$1,000,000) in public liability, bodily injury and product liability coverage for the Fourth of July Celebration, July 4, 2016, in Mission Hills Park, 551 E Mission Dr., Henderson, NV 89015.
 - B. Insurance Endorsement Page
 - C. Copy of Southern Nevada Health District Permit for July 4, 2016.
 - D. One check payable to City of Henderson for all applicable fees (booth space, power, and vendor deposit).
2. Applicant is responsible for and must have all appropriate licenses and permits required by the city, county and state.
3. Vendor check-in: **2pm-5pm, Monday, July 4**. Vendor must completely setup by 5:30pm, Monday, July 4 and is required to participate and operate for the duration of the festival, 6pm-9pm, Monday, July 4. **Tear down will not be permitted until the close of the event, after patrons have cleared the event area. Early tear down will result in forfeit of \$250 vendor deposit.** Area will be completely torn down and cleared of all litter prior to 11pm on Monday, July 4, 2016.
4. Each food vendor is required to supply a banner or sign with the food vendor's name and/or logo and product to be sold, plus signage with menu pricing. **Menu/pricing changes may result in loss of deposit. No handwritten signs or menus.** No vendor may conduct business "strolling" throughout the event grounds or post signage or advertising materials of any kind outside of their assigned booth space. This includes any vehicles used for vendors advertising purposes, A-frame signs, banners, posters, flyers, etc. Failure could result in loss of deposit and/or dismissal from the event entirely.
5. Each vendor must furnish and maintain at least one 30-gallon trash container with liners for trash disposal of waste created by/during operation of the booth, this includes during festival hours and at end of show each day.
6. A fire extinguisher that meets standard fire safety laws is **mandatory and must be provided by each vendor.** (2A 10BC for non-cooking booths, 40BC for booths that cook, and K-Guard for booths using cooking oil.)

7. All food vendors must pass the Southern Nevada Health District (SNHD) inspection. A copy of the Quick Reference Checklist is available on their website at southernnevadahealthdistrict.org or call 702-759-0501 with any questions.
8. **VENDOR DEPOSIT:** A refundable \$250 vendor deposit is required to ensure the maintenance and proper disposal of garbage, grease, oil and debris in and around each food vendor's assigned space. Wastewater must be disposed of in the onsite gray water containers, used cooking grease/oil must be properly disposed in barrels provided on site. Any vendors cooking with grills or using hot oil, MUST put ground covering underneath their booth and equipment to avoid stains and damage to the area (includes both grass or concrete booth placement). All garbage must be sealed in transportable containers before disposing in garbage dumpsters onsite. Any violations of these rules will result in the forfeiture of vendor's deposit. We strongly encourage recycling at city events. Vendor deposits deemed returnable will be processed post event and may take 3–4 weeks to receive.
9. Vendors are responsible for their own booth, equipment, setup and teardown. Spaces provided cannot be sublet or resold. Vendors must conduct business only in the space provided and not throughout the event.
10. Alcohol sales are prohibited unless prior approval is granted by the City of Henderson and proper liquor licenses are obtained.
11. **NEVADA SALES TAX:** Vendors shall collect State of Nevada sales taxes amounting to **8.15%** of gross sales. One Time Sales Tax Return Forms will be provided by City of Henderson. **This form must be completed by vendor and returned to City of Henderson, even if no taxable sales were made before leaving the event in order to receive deposit back.** Vendors shall be liable for all penalties, interest and fees that may be imposed by any agency for the collection of said taxes. If sales tax is not charged separately, vendor must post a sign stating "Sales Tax Included in Purchase Price".

HOLD HARMLESS AGREEMENT

By acceptance of this application to participate in City of Henderson Fourth of July Celebration, Monday, July 4, 2016, the applicant, its officers, directors, agents, employees, representatives and/or members) agrees to indemnify and hold harmless the City of Henderson, municipal corporation, it's agents, employees, elected officials, volunteers and/or representatives, from and against any loss, claim of loss, injury including, but not limited to, personal injury, damage including, but not limited to, property damage, liability or other expense including, but not limited to, reasonable attorney's fees and court costs claimed by or resulting from a third party or the applicant or any officer, director, agent, employee, representative of the applicant that arises out of, or is in any manner related to, any act or failure to act by the applicant its officers, directors, agent, employees, representatives, and/or members in connection with the applicant's participation in this event.

The undersigned has read this agreement carefully, agrees to comply with the rules and regulations, and represents that he/she has the authority to execute this agreement on behalf of the party for whom he/she is signing.

Print Applicant(s) Name

Date

Applicant(s) Signature

Organization/Business Name

Check all that apply:

As the vendor, I understand I am solely responsible for site setup and tear down, including tents and trailers _____ Initial

APPLICATION PROCESSING FEE: (Non-refundable – due at time of application submission) **\$ 10.00**

I wish to reserve _____ 10' x 15' space(s) at \$250/space \$ _____

POWER: _____ \$50 / 20amp _____ \$100 / 50amp \$ _____

All electrical appliances, including cords and plugs, must be electrically sound and fit standard electrical receptacles. Power needs at event in EXCESS of request will have fee withheld from Cleaning Deposit.

VENDOR DEPOSIT (A \$20 fee will be withheld for cancellation) **\$ 250.00**
(Vendor deposits deemed returnable will be processed post event and may take 3 - 4 weeks to receive)

TOTAL ENCLOSED WITH VENDOR BOOTH AGREEMENT: **\$ _____**

Send application, certificate of insurance, health permit, and your check payable to:

City of Henderson
Attn: Annette Mullins, MSC 411
P.O. Box 95050
Henderson, NV 89009-5050
702-267-2145 | Annette.Mullins@cityofhenderson.com

VENDORS SELECTED AND CONFIRMED DO NOT HAVE SPACE RESERVED UNTIL APPLICATION, ALL PERMITS, INSURANCE AND PAYMENTS ARE RECEIVED AND PROCESSED.