



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

VENDOR: _____ PHONE: _____ FAX: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
CONTACT: _____ CELL PHONE: _____
EMAIL: _____ WEBSITE: _____

List 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 by **Thursday, May 26, 2016**:
 - A. Copy of Southern Nevada Health District permit for July 4, 2016.
 - B. 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. **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 vendor's 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 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. 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.

