



CITY OF HENDERSON – HENDERSON STROLL ‘N ROLL 2016

**Held along Paseo Verde Parkway
November 12, 2016 Commercial Vendor**

DEADLINE: September 30, 2016

VENDOR PROVIDER: _____ PHONE: _____ FAX: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ CELL PHONE: _____

EMAIL: _____ WEBSITE: _____

Nevada Sales Tax Permit Number: _____

List items for sale. No weapons of any kind. Items deemed distasteful or non-family oriented will not be permitted. Display may not play music of any kind. Display or sale of non-permitted items will result in forfeit of deposit and could result in dismissal from event without refund. (Attach additional sheet if needed):

BOOTH OVERVIEW:

Do you vend from a: trailer _____ tent _____ booth _____

Size (incl. hitch and/or awnings) L _____ and W _____ Serving side (L/R or F/B) _____

Electric: (standard cord end required): 110-volt (up to 20 amps) _____ or 220-volt (up to 50 amps) _____

Note: A photo of your trailer, tent or booth showing the setup must be included with your application. If you do not have a photo, please submit a drawing of you 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 **B** through **D** to the City of Henderson Public Works, Parks and Recreation Department on or before **October 14, 2016**:
 - a. Completed vendor application in original form, with original signatures and required pictures/drawings.
 - b. Original Certificate of Insurance naming City of Henderson, 240 S. Water St., as additional insured in the amount of \$1 million in public liability, bodily injury and product liability coverage for Henderson Stroll ‘n Roll 2016, November 12, along Paseo Verde Parkway in the City Henderson.
 - c. Insurance endorsement page
 - d. One check for combined booth space/electricity and cleanup deposit.
2. Applicant is responsible for and must have a Resale Tax Permit and all other appropriate licenses and permits required by the city, county and state.
3. Move-in begins at 7am. You must be completely set up and be ready to sell no later than 9:30am and must remain open during the entire event. **Tear down is not permitted until the close of the event, after patrons have cleared the event area. Early tear down will result in forfeit of \$100 deposit.** The area will be completely torn down and cleared of all litter prior to 5pm.
4. Each vendor is required to supply a banner or sign with the vendor’s name and/or logo and merchandise to be displayed, offered for sale, or distributed to be sold in his/her booth. 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 advertising purposes. Failure could result in loss of deposit and/or dismissal from the event entirely. All changes must be made in writing and are subject to approval. **Merchandise changes without approval may result in loss of deposit.**
5. Each vendor must furnish and maintain at least one 30-gallon trash container with liners for public waste outside their booth, this includes trash disposal of waste created by/during operation of the booth.
6. It is the vendor’s responsibility to maintain the appearance around their booth. This include trash disposal of waste created inside and outside the booth.

7. Cleanup: A \$100 deposit is required to ensure the maintenance and proper disposal of garbage and debris in and around the vendor's assigned space. 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 the vendor's cleanup deposit. We strongly encourage recycling at city events.
8. Vendors are responsible for their own booth, equipment, setup and teardown. Spaces provided cannot be moved, relocated, sublet or resold. Vendors must conduct business only in the space provided and not throughout the event. Failure could result in loss of deposit.
9. Alcohol sales are prohibited unless prior approval is granted by the City of Henderson and proper liquor licenses are obtained.
10. No handwritten signs. No posting of signage outside of the vendor's immediate booth space.
11. NEVADA SALES TAX: Vendors shall collect State of Nevada sales taxes amounting to **eight and one-tenth percent (8.10%)** of gross sales. One Time Sales Tax Return forms will be provided by the City of Henderson. **This form must be completed by the vendor and returned to the City of Henderson, even if no taxable sales were made, before leaving the event in order to receive deposit back.** Vendors are liable for all penalties, interest and fees that may be imposed by any agency for the collection of said taxes.

HOLD HARMLESS AGREEMENT

By acceptance of this application to participate in Henderson Stroll 'n Roll, November 12, 2016, the applicant, its officers, directors, agents, employees, representatives and/or members agrees to indemnify and hold harmless the City of Henderson, municipal corporation, its 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

Commercial Vendor \$100.00 per 10'x10' \$ _____
 Electrical costs (\$25 for 20 amp, \$50 for 50 amp) \$ _____

All electrical appliances, including cords and plugs, must be electrically sound and fit standard electrical receptacles. Failure to comply will result in power disconnect. Power needs at the event in excess of your request will have a charge withheld from your cleanup deposit.

Cleanup deposit check (a \$20 charge will be withheld for cancellation) **\$ 100.00**

Total enclosed with vendor booth agreement: \$ _____

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

City of Henderson Public Works, Parks and Recreation Department
 Attn: Lisa Sickinger, MSC 411
 P.O. Box 95050
 Henderson, NV 89009-5050
 702-267-4154 lisa.sickinger@cityofhenderson.com

Vendors selected and confirmed do not have space reserved until application, all permits, insurance and payments are received and processed.