

# C R A F T F A I R



## WINTERFEST 2016 CRAFT FAIR APPLICATION & CONTRACT

December 9, 2016, 6-9pm  
December 10, 2016, Noon-8pm

**Deadline for Application & Payment: Monday, October 24, 2016**

Business Name: _____	Artist Name: _____
Address: _____	
City, State, ZIP: _____	Phone: _____ Fax: _____
E-Mail: _____	NV Tax ID #: _____

Description of item(s) selling: (**Handmade items ONLY!** Attach additional sheet if needed.)

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Please **enclose three photos** of your work or **website address** where the items can be viewed for your booth display. (Photos will be returned, if requested.)

Website: \_\_\_\_\_

<input type="checkbox"/>	<b>10'x10' Indoor Space for December 9 &amp; 10</b>	<b>\$100/space</b>
	It is artist's responsibility to maintain the appearance around their booth.	
<input type="checkbox"/>	<b>10'x10' Outdoor Space for December 9 &amp; 10</b>	<b>\$50/space</b>
	It is artist's responsibility to maintain the appearance around their booth.	
<b>Yes / No</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Electricity Required – If yes, Amount of Amperage _____ \$25</b>
	All electric appliances, including cords and plugs, must be electrically sound. The event coordinator reserves the right to disconnect power from any booth with questionable equipment.	
<b>TOTAL ENCLOSED</b>		<b>\$ _____</b>
<b><i>BOOTHS ARE NOT RESERVED UNTIL FULL PAYMENT IS RECEIVED AND PROCESSED.</i></b>		

### HOLD HARMLESS AGREEMENT

By my signature hereon, I have the authority on behalf of the participating party as registered for this event. I hereby release and discharge the City of Henderson and their officers, members, agents, employees, and other persons connected with this contest from any and all known or unknown damages, injuries, losses, judgments and/or claims for any cause whatsoever suffered by me personally or to my property, the participating party or its property, as well as anyone under my direction or control.

I also agree to indemnify without reservation or qualification, all of the aforementioned persons from any and all liability occasioned by or resulting from any conduct of any person assisting or cooperating with me and/or under my direction or control.

I have read and understand the foregoing and realize that my signature hereon limits my rights by law.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## WINTERFEST 2016 CRAFT FAIR APPLICATION & CONTRACT December 9, 2016, 6-9pm December 10, 2016, Noon-8pm

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1. Thank you for participating in the WinterFest Craft Fair on December 9 and 10, 2016, at the Henderson Convention Center.
2. **NO** commercial and/or homemade food items will be allowed. The staff reserves all right to refuse the sale of any item(s) deemed inappropriate.
3. Spaces will be located inside the Henderson Convention Center (indoor booths) and at the Henderson Convention Center patio area (outdoor booths).
4. **ALL** booths are assigned randomly.
5. Booths with electricity are **LIMITED**. If you've paid for your own electricity, please bring your own extension cord.
6. One table and two chairs are provided for each booth. Additional items (tables, trellis, tents etc.) will be permitted as long as it fits in your 10'x10' space.
7. If you choose to bring your own tent, please plan on weighting the tent properly, only if outside. For safety reasons, any tent deemed not weighted properly will need to be removed. Tents are available for rent and will be set up by event staff.
8. Load-in on Friday, December 9, will be between the hours of 2pm-6pm. Upon arrival, please check in at the information booth, located inside the Henderson Convention Center. Dollies/hand trucks will not be supplied by the city. Please bring/supply your own. There are many entrances into the Henderson Convention Center/Henderson Events Plaza from the parking lot. Please **DO NOT** park in unloading/fire zones.
9. Please have plenty of change during the show. The city **CANNOT** provide you with any money.
10. **NO** refunds will be given due to the inclement weather. Refunds will only be given if the City of Henderson cancels the event.
11. Vendors will not be allowed access to tear down booths until the end of the event. Early breaking down of your booth space may forfeit your rights to participate in future events.
12. **NEVADA SALES TAX:** Vendors shall collect State of Nevada sales taxes amounting to **eight and one fifteenth percent (8.15%)** of gross sales. One Time Sales Tax Return Forms will be provided by the City of Henderson. **This form must be completed by vendor and returned to the City of Henderson, even if no taxable sales were made or if you file independently.** Vendors shall be liable for all penalties, interest and fees that may be imposed by any agency for the collection of said taxes.

**Please Return Application & Payment to:**  
City of Henderson ▪ Attn: Annette Mullins ▪ MSC 411  
P.O. Box 95050 ▪ Henderson, NV 89009-5050  
702-267-2145 phone ▪ 702-267-4041 fax  
[Annette.Mullins@cityofhenderson.com](mailto:Annette.Mullins@cityofhenderson.com)

**cityofhenderson.com**