



WINTERFEST 2016
FOOD VENDOR APPLICATION
December 9, 2016, 6pm-9pm & December 10, 2016, Noon-8pm
DEADLINE: Thursday, October 27, 2016

FOOD PROVIDER: _____ 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 soft drinks). Rights to sell may be given to pre-assigned non-profit groups only, and duplicate food items between 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:

Will you be selling food that is: pre-prepared _____ cooked onsite _____ pre-packaged _____
Do you vend from a: truck _____ trailer _____ tent _____ booth _____
Size (incl. hitch and/or awnings) L _____ by 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 TRUCK, 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 SETUP OR REFER TO A WEBSITE.
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 **E below** to the City of Henderson Public Works, Parks and Recreation Department, on or before **November 17, 2016**.
 - A. Completed food 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 one million dollars (\$1,000,000) in public liability, bodily injury and product liability coverage for WinterFest 2016, December 9 & 10 in the Henderson Water Street District, 200 S. Water St., Henderson, NV 89015.
 - C. Insurance Endorsement page.
 - D. Copy of Southern Nevada Health District (SNHD) permit for December 9 & 10, 2016.
 - E. Payment in full for booth space/electricity and clean-up 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 noon and must be completed by 5:30pm on Friday, December 9. Applicant must completely set up and be ready to sell no later than 6pm. **Teardown will not be permitted until the close of the event, after patrons have cleared the event area. Early teardown will result in forfeit of the \$250 deposit.** Area will be completely torn down and cleared of all litter prior to 11pm on Saturday, December 10.
4. Each food vendor is required to supply a banner or sign with vendor's name and/or logo or product to be sold on his/her booth, plus signage with menu pricing. All changes must be made in writing and are subject to approval. **Menu changes without approval may result in loss of deposit.**
5. Each food vendor must furnish and *maintain* at least one 30-gallon trash container with liners for public waste outside their booth. This includes disposal of waste created by/during operation of the booth.
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 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. Cleanup: A \$250 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 gray water containers, and food vendors are responsible for properly disposing of their own grease or oil offsite. Any vendors cooking on grills or using hot oil MUST put cardboard underneath the equipment to avoid stains and damage to the area (includes either 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 cleanup deposit. We strongly encourage recycling at city events.
9. Food 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.

HOLD HARMLESS AGREEMENT

By acceptance of this application to participate in WinterFest, December 9 & 10, 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:

I wish to reserve _____ 10' x 15' space(s) @ _____ \$200/space \$ _____
As the vendor, I understand I am solely responsible for site setup and Nonprofit \$150/space \$ _____
teardown, including tents and trailers _____ Initial

Electrical Hookup Fee (\$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 event in EXCESS of request will have fee withheld from cleaning deposit.
 Cleanup deposit check (a \$20 fee will be withheld for cancellation) **\$ 250.00**

TOTAL ENCLOSED WITH VENDOR BOOTH AGREEMENT: \$ _____

Send application, certificate of insurance, health permit, and your check (payable to City of Henderson) to:

City of Henderson, Public Works, Parks and Recreation Department
 Attn: Annette Mullins, MSC 411
 P.O. Box 95050
 Henderson, NV 89009-5050
 702-267-4050 phone, 702-267-4041 fax
 Annette.Mullins@cityofhenderson.com

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