



CITY OF HENDERSON – HENDERSON STROLL ‘N ROLL 2016

Held along Paseo Verde Parkway
November 12, 2016 Food Vendor

DEADLINE: September 30, 2016

FOOD PROVIDER: _____ PHONE: _____ FAX: _____

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

CONTACT: _____ CELL PHONE: _____

EMAIL: _____ WEBSITE: _____

Nevada Sales Tax Permit Number: _____

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

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 _____ prepackaged _____

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: Must be self-contained or provide own power for this event.

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, 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 **E** to the City of Henderson Public Works, Parks and Recreation Department on or before **October 14, 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 \$1 million in public liability, bodily injury and product liability coverage for Henderson Stroll ‘n Roll, November 12, along Paseo Verde Parkway in the City of Henderson.
 - c. Insurance endorsement page
 - d. Copy of Southern Nevada Health District Permit for November 12, 2016.
 - e. One check for combined booth space 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 \$250 deposit.** The area will be completely torn down and cleared of all litter prior to 5pm.
4. Each food vendor is required to supply a banner or sign with the food vendor’s name and/or logo or product to be sold at 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 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. 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. **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 gray water containers, and food vendors are responsible for properly disposing used grease/oil in the barrels provided. All vendors, especially those cooking on grills or using hot oil, must put cardboard or ground covering underneath their booths and equipment to avoid stains and damage to the area (includes grass

and 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 the 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.**

8. Food vendors are responsible for their own booths, 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 or menus. 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 your 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

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

Food Booths \$100.00 10'x15' space \$ _____

All electrical appliances, including cords and plugs, must be electrically sound and fit standard electrical receptacles. Failure to comply will result in power disconnect.

Cleanup deposit check (a \$20 charge 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 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.