



112 N. Curry Street Carson City, Nevada 89703  
(877)-916-FAIR  
NevadaStateFair.org

MILLS PARK – CARSON CITY  
June 07-10, 2018 ~ 11am – 7pm  
**EXHIBITOR AND FOOD VENDOR APPLICATION**

Organization/Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Food and/or Beverage - 4 day** (No Alcohol) 10' x 15' space \$425.00 \_\_\_\_\_

**Sales and/or Professional Services – 4 day**  
(i.e., Realtors, Medical Services, Car Rental, Insurance) 10' x 10' space \$350.00 \_\_\_\_\_

**Registered 501©3 - 4 day** - Information only (Attach Certification Letter)  
(No Sales, No Food or Beverage Distribution) 10' x 10' space \$ 150.00 \_\_\_\_\_

**(Only one Business/Company per each vendor booth)**

**Electricity** (110 volt, 5 AMPS) \$ 70.00 \_\_\_\_\_

**Security Deposit** (Mandatory) \$ 50.00 50

**Vendor / Processing Fee\*\*** \$ 5.00 5

Canopies, tables and chairs (available for rent from Nevada State Fair)

**Advance rental:** 10'x10' Canopy \$50 \_\_\_\_\_ 8' Table \$20 \_\_\_\_\_ Chair \$5 \_\_\_\_\_ \$ \_\_\_\_\_

**Day-Of-Event Rental:** 10'x10' Canopy \$70 \_\_\_\_\_ 8' Table \$30 \_\_\_\_\_ Chair \$8 \_\_\_\_\_ \$ \_\_\_\_\_

Total submitted: (make check payable to: **Nevada State Fair**) \$ \_\_\_\_\_

(Check must be postmarked no later than **May 25, 2018**)

**Liability Insurance:** **All Vendors** must submit a valid certificate of liability insurance of at least \$1,000,000 liability coverage; naming Nevada State Fair and the City of Carson City as additional insured. This certificate is available through your business insurance agent or through **Dori Shields** of **Casswood Insurance** at 1-800-972-2242 (Casswood Insurance.com).

**\*\*Vendor / Processing Fee:** Includes a Carson City vendor fee of \$2.15 and Nevada State Fair \$2.85 processing fee.

**PLEASE LIST ALL ITEMS TO BE SOLD OR DISPLAYED:**

\_\_\_\_\_

(Use back of form if needed.)

Americans with Disabilities Act (ADA) accommodation needs: \_\_\_\_\_

*For Nevada State Fair Use Only:*

Check # \_\_\_\_\_ Date Rec: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Nevada State Fair 2018**  
NevadaStateFair.org  
**VENDOR TERMS AND CONDITIONS**  
**June 7-10, 2018**

**MUST BE SIGNED AND RETURNED WITH YOUR VENDOR APPLICATION**

Applicant understands that Nevada State Fair has legal possession and control of event site, pursuant to approved park rental with the Carson City Parks and Recreation Dept. on the dates of event. Applicant further understands that the use granted by Nevada State Fair is a License to Occupy only and is not coupled with an interest in the property. Nevada State Fair retains the right to terminate this License to Occupy at any time during the terms of applicant's use if applicant creates a nuisance to Nevada State Fair by interfering with the orderly and successful presentation of the event or by breaching the Terms and Conditions, or without cause at the discretion of Nevada State Fair.

Applicant understands that the purpose of the Nevada State Fair is to celebrate the State of Nevada and agrees to support this purpose during the term of this License to Occupy. Applicant certifies that they have read and understand application and will comply with all Terms and Conditions as follows:

- 1. Pay required fees with the application.**
- 2. Provide proof of Liability Insurance and name Nevada State Fair and the City of Carson City as Additional Insured.**
- 3. No more than one vendor-organization per individual booth is allowed.**
- 4. Set-up can begin each day at 9:00am and must be ready to open by 11:00am, and remain open until 7:00 p.m. Early departure can result in forfeiture of security deposit.**
- 5. Vendor must check in at the Vendor Check-In Tent before set up.**
- 6. A security deposit of \$50 must accompany the application. The security deposit will be refunded only at close of event, you must checkout when site is left clean and sales tax envelope turned in.**
- 7. Check-in later than 10:00am will risk being considered a no-show and is subject to resale or relocation and not eligible for refund.**
- 8. Tents / canopies must be staked or weighted down with water, sand, or cement due to high winds that may occur.**
- 9. Vendor is responsible for removal of ALL trash in and around booth space.**
- 10. No sale or distribution of alcohol will be allowed without explicit prior approval. No Amplified Sound allowed.**

**Food Vendors** must abide by all applicable, Carson City Health Codes. All food vendors must have a Temporary Food Permit issued by **Carson City Health Department (775-887-2190)** and are responsible for obtaining the permit. Please include a copy of your Temporary Food Permit with your vendor application. **Vendors** using heat and/or open flames must: (a) Provide fans for smoke control, (b) Provide fireproof containers for disposal of ashes; (c) Provide one visibly mounted fire extinguisher rated 10AB, and (d) Containers of butane or fuel must be affixed to a post or other secure item.

**Electrical Requirements:** Vendors requiring electrical power **must state that requirement** on the application no later than May 25, 2018. **Vendors must supply their own 50' extension cords.**

**Insurance:** Vendors must submit a valid certificate of liability insurance limits of at least \$1,000,000 coverage and name Nevada State Fair and the City of Carson City as an additional insured. Vendors shall indemnify and hold Nevada State Fair harmless for any and all third party liability against said vendor.

**Cancellation Policy:** Booth fees are non-refundable unless written notice of cancellation is received by Nevada State Fair on or before May 25, 2018. Refunds, less a 15% processing fee, will be paid within 30 days following the event.

By signing this application you are authorizing Nevada State Fair to use any pictures, audio or visual recording depicting any person for promotional publication.

**Fees must accompany Vendor Application**

Vendor's signature: \_\_\_\_\_ Date: \_\_\_\_\_ [www.NevadaStateFair.org](http://www.NevadaStateFair.org)