



Ho'olaule'a & Pacific Islander Festival

September 9 & 10, 2017

Henderson Events Plaza and Amphitheater

CRAFT / INFO Vendor

Business Name* _____ Phone _____ Fax _____

Address* _____ City _____ State _____ ZIP _____

Email* _____ Cell Phone _____

_____ Website _____

Nevada Sales Tax Permit # _____

List items for sale (email additional info as needed)

Restrictions may occur if sales rights are arranged with preassigned nonprofit groups.

If selected as an official vendor, notification of approved items/services that you may sell/conduct at the event will be listed in your confirmation letter. Duplicate items / services among vendors may be denied.

If you are not selling merchandise or services onsite, visit lasvegasHCC.com/sponsor, email lasvegashcc@gmail.com, or call 702-907-3667 for sponsor opportunities.

BOOTH OVERVIEW

Do you vend from a: Trailer Tent Booth Cart Table

A photo showing your full setup (trailer, tent, booth, etc.) must be included with your application in order to be considered. If you do not have a photo, please submit a drawing of your setup.

POWER REQUIREMENTS

All electrical cords to be supplied by vendor. All electrical appliances, including personal generators, 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 a fee withheld from vendor deposit.

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

Number of power hookups requested: QTY

Type of power plug:

List all appliances and equipment requiring power:

VENDOR ACCEPTANCE: Vendors will be accepted upon final review by event committee as soon as possible. All applicants (accepted and denied) will be notified within 14 days of final review.

Vendor acceptance based on:

- Complete application package, including application form, **required** photographs, **detailed** power requests, and **full payment**
- Product, quality and pricing

- Booth appearance and quality
- Committee's preference for a broad variety of vendors
- Event location and size (will dictate if multiple vendors selling the same product will be accepted)
- Return vendor status and/or past vendor conduct
- Date in which completed application was received by the LVHCC.

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

HOLD HARMLESS AGREEMENT & VENDOR APPLICATION ACKNOWLEDGEMENT

By the submitting of this application to participate in the Las Vegas Hawaiian Civic Club's Ho'olaule'a and Pacific Islander Festival September 9th-10th, 2017, the applicant, its officers, directors, agents, employees, representatives and/or members agrees to indemnify and hold harmless the Las Vegas Hawaiian Civic Club (LVHCC) and the City of Henderson (CoH), 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 LVHCC and the Ho'olaule'a Pacific Islander Festival Committee hereinafter named "Committee" reserve the right to deny any application for any reason: or no reason. Resolution of application disputes is the duty of the LVHCC and the Committee; all decisions are final. In keeping with the spirit of the Ho'olaule'a Pacific Islander Festival, the LVHCC and Committee reserve the right to limit the number of vendors selling the same goods and services. The LVHCC and Committee reserve the right to deny the sale of any product: goods: or service, for any reason.

The Las Vegas Hawaiian Civic Club (LVHCC) will determine the final remedy for any and all disputes. You understand that no fees will be refunded due to cancellation of the event by acts of God or of acts beyond the control of LVHCC.

Your digital signature and payment signifies you have 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:

10'x10' Craft Booth (a covered tent which includes one table and two chairs)

_____ \$450 Craft Booth	Qty_____	subtotal _____
_____	Qty_____	subtotal _____

_____ click here if interested in an indoor craft table at a reduced rate. Extremely limited space and vendor selection is strictly limited by the needs of the committee and by those who have already made full payment for a craft booth above.

10'x10' Informational Booth (a covered tent which includes one table and two chairs)
(an informational booth conducts no sales)

_____ \$250 Informational Booth	Qty_____	subtotal _____
_____	Qty_____	subtotal _____

_____ \$N/A 10'x10' Covered Tent/Booth	Qty_____
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(this is for those that have pre-arranged a tent/booth for specific needs of the LVHCC)

Informational TABLE (this is a table either outdoors or indoors and covering is not guaranteed. You may state a preference prior to payment and you will receive confirmation of availability) (includes two chairs)

____ \$125 Informational Table Qty____ subtotal _____
(this includes formerly categorized career and health vendors, Na Mea, and cultural vendors, etc.)

Choose preferences: indoor only _____ outdoor only _____ no preference _____

____ \$N/A Informational Table Qty____
(this is for those that have pre-arranged a table for specific needs of the LVHCC)

ADDITIONAL FEES

____ \$20 Extra Tables QTY: _____ subtotal _____

____ \$5 Extra Chairs QTY: _____ subtotal _____

____ Power: \$50 per 20 amps: QTY: _____ subtotal _____

____ Power: \$100 per 50 amps: QTY: _____ subtotal _____

VENDOR DEPOSIT:

Deposits deemed returnable will be processed post event and may take 3-4 weeks. \$ 100.00

TOTAL AMOUNT DUE BY VENDOR AT TIME OF APPLICATION: \$_____

Vendor booth cancellation between August 11th,2017, and August 28th,2017, will result in loss of vendor deposit. After August 28th, 2017, vendor booth cancellation or failure to check in, set up, and operate for the specified duration of the event will result in a 100 percent loss of all vendor fees and vendor deposit.

Submit application, menu/merchandise list with pricing, detailed power requirements, required booth photographs via **email** or **online** process. **ONLY** electronic payments are accepted; via online or with prior arrangements with LVHCC.

All vendors, even those eligible or non-eligible for payment, must complete this online application process.

If you have any questions, please email lasvegasHCC@gmail.com or call 702-907-3667 (leave message) and someone will be able to assist you. We look forward to your participation!

checks payable to:
LVHCC

Mail Address:
P.O. Box 97891
Las Vegas, NV 89193-7891

When you click save form,
it will wave a PDF version of
your filled out application.
Check your draft folder.
Send it via email to:
LasvegasHCC@gmail.com



Ho'olaule'a and Pacific Islander Festival
September 9th & 10th, 2017
CRAFT & INFO VENDOR GENERAL RULES & REGULATIONS

1. Vendor will be responsible for completing, signing and returning items listed in **A** through **B** to the Las Vegas Hawaiian Civic Club, on or before **August 23, 2017**:
 - a. Original Certificate of Insurance naming: City of Henderson (240 S. Water Street) & Las Vegas Hawaiian Civic Club (P.O. Box 97891) as "Additional Insured" in the amount \$1 million in public liability, bodily injury and product liability coverage for the Ho'olaule'a and Pacific Islander Festival, September 9th & 10th, 2017, in the Henderson Water Street District, 240 S. Water Street, Henderson, NV 89015.
 - b. Insurance endorsement page
2. Applicant is responsible for and must have all appropriate licenses and permits required by the city, county and state.
3. **Mandatory Vendor Check-In:**

OUTDOOR VENDORS: Pre-coordination is highly advised. Early vendor booth move in is allowed on Friday, September 8th from 10am-7pm; and on Saturday, September 9th from 7am-9am.

INDOOR VENDORS: TBD for Friday after 5pm? However, Saturday access is from 7am-9am, and you'll see the large roller-type access door fully open.

All vehicles must be off the Plaza and out of the vendor area by 9am. Hand carts will be required to transfer items to your booth space. Move-in begins after vendor has completed the check-in process. Applicant must be completely set up and ready for inspection by 9:30am and ready to sell no later than 10am. Applicant is required to participate and operate for the duration of the festival: Saturday 10am- 8pm; Sunday 10am-6pm.

Teardown is not permitted until the close of the event, after patrons have cleared the event area. Early teardown will result in forfeit of vendor deposit. Area will be completely torn down and cleared of all litter prior to 6pm (indoor) and 10pm (outdoor) Sunday, September 10th.
4. Each vendor is required to supply a banner or sign with the vendor's name and/or logo and signage with approved merchandise items to be sold along with pricing.
5. Only those vendors authorized may conduct business "strolling" throughout the event grounds. They will have a permit badge properly displayed signifying they are an authorized mobile vendor.
6. No vendor may post signage or advertising materials of any kind outside of their immediate pre-assigned booth space. This includes any vehicles used for vendor's advertising purposes: A-frame signs, banners, posters, flyers, etc. Failure could result in loss of deposit and/or dismissal from the event entirely. **Menu/merchandise/pricing changes during the festival are unacceptable and may result in loss of vendor deposit and/or dismissal from the event without a refund.**
7. Each vendor must furnish and maintain at least one 30-gallon trash container with liners for disposal of waste/trash created by/during operation of their business. Vendor is responsible for disposing in Dumpsters provided. Vendors are not to dump in general event trash barrels or leave trash in front of booth space at any time. Indoor vendors are to supply applicable trash container.
8. **VENDOR DEPOSIT:** A refundable \$100 vendor deposit is required to ensure the maintenance and proper disposal of garbage and debris in and around each food vendor's assigned space. All vendors are 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 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.**

9. 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.
10. Personal vehicles are not permitted in booth areas during event hours or for extended periods of time during event setup/takedown. Due to limited vendor spacing, please respect the 15-minute loading/unloading rule, hand truck supplies to booth area whenever possible. Vendors are to park all vehicles including tow vehicles and trailers in general available parking areas or offsite.
11. Alcohol sales are prohibited unless prior approval is granted by the LVHCC and proper liquor licenses are obtained.
12. Vendors may not sell or display knives or weapons of any kind, along with any items deemed distasteful or non-family oriented. Additional prohibited products include but are not limited to products or services that are substantially derived from the sale of alcohol, drugs, tobacco, vapor products, gambling, firearms, or sexually explicit or inappropriate materials. Display or sale of these items will result in forfeiture of vendor deposit, possible dismissal from event without a refund, and possible non-acceptance for future events.
13. Vendor booths/displays are prohibited from playing music of any kind.
14. Tents/booth/equipment are to be secured using weights, water barrels, buckets, sandbags, etc. There is no staking into the lawn/any ground areas, or tying off to any existing infrastructure, tree, power pole, etc.
15. 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 LVHCC. **This form must be completed by vendor and returned to the vendor check-in tent, even if no taxable sales were made before leaving the event in order to receive vendor deposit back.** Vendors shall be liable for all penalties, interest and fees that may be imposed by any agency for the collection of said taxes. If sales tax is not charged separately, vendor must post a sign stating "Sales Tax Included in Purchase Price." **Vendors remitting Nevada sales tax collected throughout the festival at time of checkout are required to submit exact change or check for payment.**
16. All vendors are required to check out at the end of the event through the official checkout process. Vendors who do not check out at the end of the event understand it will result in forfeiture of vendor deposit and possible non-acceptance for future events.
17. Any violations of the vendor rules and regulations may result in the forfeiture of vendor deposit and possible non- acceptance for future events.
18. **Only complete application packages will be considered for vendor acceptance.** Remember to include vendor application, menu/merchandise list with pricing, detailed power requirements, required booth photographs, and vendor payments (sent online). The committee will be available to assist where needed. Please don't hesitate to ask. We look forward to your participation.