



**55th Annual Southern NV Sons & Daughters of Erin
St. Patrick's Day Parade & Festival
In partnership with the City of Henderson
March 12-14, 2021**



COMMERCIAL VENDOR APPLICATION

Application Deadline: January 4, 2021

FOR 2021 ONLY! Full Payment Required 48 Hours After Vendor Notification Of Acceptance

Vendors will be accepted upon final review by Event Committee on or before the vendor deadline 01/04/21.

VENDOR SPACE IS EXTREMELY LIMITED; VENDORS ARE ENCOURAGED TO APPLY IN A TIMELY MANNER

Business _____ Phone _____ Fax _____

Address _____ City _____ State _____ ZIP _____

Contact _____ Cell Phone _____

Email _____ Website _____

Nevada Sales Tax Permit # _____

List items for sale _____

(Attach additional sheet if needed)

Vendors may not sell bubbles, bubble wands, bubble guns, or bubble products of any type. Additional 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.

BOOTH OVERVIEW

Do you vend from a: Trailer _____ Booth _____

Size (incl. hitch and/or awnings) L _____ and W _____ Serving side (L/R or F/B) _____

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:

Power will not be provided by the City. Applicant must be fully self-contained with regards to power. All generators, electrical cords and cord covering, and any and all power equipment are to be supplied by applicant. All electrical appliances, including personal generators, spider boxes, cords and plugs must be electrically sound, in good working condition, no smoke, no smog, no excessive sound.

If using power: What size / type of generator will applicant be providing: _____

List all appliances and equipment requiring power: _____

Please attach additional detailed power usage information on a separate sheet, if needed.

VENDOR ACCEPTANCE: Vendors will be accepted upon final review by event committee on or before the vendor deadline, January 4, 2021. All applicants (accepted and denied) will be notified within 14 days of final review.

Decisions on vendor acceptance are 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 City of Henderson

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

INDEMNITY AGREEMENT

By the submitting of this application to participate in the City of Henderson, SNSDOE St. Patrick's Day Festival, the applicant, its officers, directors, agents, employees, representatives and/or members shall indemnify, defend and hold harmless the City of Henderson, municipal corporation, and its officers, officials, employees, volunteers, and agents (individually, an "Indemnitee") from and against any claim, demand, suit, liability, loss, judgment, damage, expense, penalty, fine, proceeding, and cost of every nature (each a "Claim") arising out of, or in connection with, (a) the Services performed hereunder by APPLICANT or its affiliates, officers, officials, employees, volunteers, or agents (individually, a "Applicant Party"), (b) bodily injury to, or death of any person(s), including without limitation an Indemnitee or Applicant Party. If the APPLICANT wishes to settle a Claim, any settlement must not impose any obligations or expense on the CITY and must fully resolve the Claim against the CITY.

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:

NOTE: ALL BOOTH SPACES ARE LOCATED OUTDOORS AND WILL OPERATE FRIDAY, SATURDAY AND SUNDAY

Nonprofit group: \$150/10'x10'
(Must show proof of nonprofit status at time of application) \$ _____

For-profit vendor: \$200/10'x10' \$ _____

ADDITIONAL FEES

Late Fee: \$75 \$ _____

A late fee will be assessed to vendors who have been accepted to participate upon a space-available basis that applied after the January 3, 2020 deadline.

APPLICATION PROCESSING FEE (non-refundable and due at time of vendor payment, upon acceptance) **\$ 10** _____

VENDOR DEPOSIT: **\$ 100** _____

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

TOTAL AMOUNT DUE BY VENDOR AT TIME OF VENDOR ACCEPTANCE: \$ _____
2021 only! Vendor payment due 48 hours upon vendor acceptance

All payments must be paid by credit card; no cash, no checks.

Vendor payment due 48 hours upon vendor acceptance, follow instructions and link provided in vendor acceptance notification.

Vendor booth cancellation between February 6-March 1, 2021, will result in loss of vendor deposit.
After March 1, 2021, vendor booth cancellation or failure to check in, set up, and operate for the specified duration of the event will result in a 100% loss of all vendor fees and vendor deposit.

Send application, menu/merchandise list with pricing, detailed power requirements, and required booth photographs to:

City of Henderson,
Attn: PR Special Events – St. Patrick’s Day Festival
P.O. Box 95050, MSC HMGC
Henderson, NV 89009-5050
702-267-4849 / specialevents@cityofhenderson.com

Please retain vendor rules & regulations for your records



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COMMERCIAL VENDOR RULES & REGULATIONS

1. **If selected**, vendor will be responsible for completing, signing and returning the signed vendor acceptance agreement (Issued after vendor has been accepted to participate) on or before **February 15, 2021**.
2. **If selected**, vendor will be responsible for full payment within 48 hours of vendor acceptance notification. Payment instructions and link will be provided. Vendors will be accepted upon final review by event committee on or before the vendor deadline, January 4, 2021. All applicants (accepted and denied) will be notified within 14 days of final review.
3. Commercial vendors using vehicles to transport booth equipment or supplies directly to their booth location on City property will be required to show proof of automobile insurance.
4. Applicant is responsible for and must have all appropriate licenses and permits required by the City, county and state.
5. **Mandatory vendor check-in: 11am-1pm, Friday, March 12, 2021.** Move-in begins after vendor has completed the check-in process. Applicant must be completely set up and ready for inspection by 3pm and ready to sell no later than 5pm. Applicant is required to participate and operate for the duration of the festival: Friday, 5pm-9:30pm; Saturday, 10am-10:30pm; and Sunday, noon-6:30pm.

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 10pm on Sunday, March 14.
6. 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.
7. No vendor may conduct business "strolling" throughout the event grounds or 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 or pricing changes during the festival are unacceptable and may result in loss of vendor deposit and/or dismissal from the event without a refund.**
8. All vendors must display official vendor booth # card within their booth setup area.
9. Commercial vendors must furnish and maintain a trash container applicable to their needs. Vendor is responsible for disposing trash in Dumpsters provided. Vendors are not to dispose of trash in general event trash barrels or leave trash in front of booth space at any time.
10. **MANDATORY BOOTH MAINTENANCE:**
 - All garbage must be sealed in transportable containers/trash liners before disposing in garbage Dumpsters onsite.
 - All vendor equipment/supplies MUST fit within designate booth space/size allotted, if not, vendor will be required to purchase a larger booth space. (Areas behind or next to your assigned booth space or off limits).
 - **Any violations of these rules will result in the forfeiture of vendor's deposit.**
11. **VENDOR DEPOSIT:** A refundable \$100 vendor deposit is required to ensure vendors are in compliance with all rules and regulations and to ensure the maintenance and proper disposal of garbage and debris in and around each 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 Dumpsters onsite. Any violations of these rules will result in the forfeiture of vendor's deposit. **Vendor deposits deemed returnable will be processed post event and may take 3-4 weeks to receive.**

12. 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.
13. Personal vehicles are not permitted in booth areas during event hours or for extended periods of time during event setup/teardown. Due to limited vendor spacing, please respect the 20-minute loading/unloading rule and 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 off-site. Non-compliance will result in loss of vendor deposit.
14. Alcohol sales are prohibited unless prior approval is granted by the City of Henderson and proper liquor licenses are obtained.
15. 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, 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.
16. Vendor booths/displays are prohibited from playing music of any kind.
17. Tents/booths/equipment must be well maintained, in sound/good working condition, and are to be secured using weights, water barrels, buckets, sandbags. There is no staking into the lawn or any ground areas, or tying off to any existing infrastructure, tree, power pole, etc.
18. NEVADA SALES TAX: Vendors shall collect State of Nevada sales taxes amounting to **8.375%** of gross sales. one-time sales tax return forms will be provided by City of Henderson. **This form must be completed by vendor and returned to City of Henderson before leaving the event, even if no taxable sales were made or if applicant declares taxes quarterly or annually. Failure to do so may result in the loss of vendor deposit.** 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."

Applicants are strongly encouraged to file sales taxes due on their own using their Business Tax ID #. Vendors remitting Nevada sales tax collected throughout the show to the City are required to submit funds in the form of a **check** for payment. **Checks are to be made payable to Department of Taxation. The City of Henderson and staff handling event checkout will not be allowed to handle cash or change of any kind.**

19. Vendor understands booth space will be located within an outdoor location and vendor is responsible for all booth equipment. Tables, chairs, tents, etc. will not be provided by the City.
20. 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.
21. Any violations of the vendor rules and regulations may result in the forfeiture of vendor deposit and possible non-acceptance for future events.
22. **Only complete application packages will be considered for vendor acceptance.** Remember to include vendor application, menu/merchandise list with pricing, detailed power requirements, and required booth photographs.