



VENDOR CONTRACT

For purposes of this contract VENDOR is defined as any business, group, individual(s), etc. that sells food, merchandise or provides carnival rides or carnival games.

VENDOR INFORMATION (Required): (Please Type or Print Information)

BUSINESS/ORGANIZATION NAME

COMPLETE MAILING ADDRESS

COMPLETE NAME OF PERSON TO CONTACT

PHONE NO.

FAX NO.

EMAIL

SPACE INFORMATION

Space Type	Size	Cost Prior to 6/21/2019	Cost After 6/21/2019
Food	20' X 20'	\$125	\$140
Non-food	20' X 20'	\$95	\$115
Non-food	10' X 10'	\$65	\$80

University of Nevada Cooperative Extension (Extension) does not provide booths or displays, display tables, lights or extension cords or pigtails. VENDOR must supply a standard 50- to 100-foot extension cord(s). All electrical requirements are provided through a six-outlet drop box. Electrical services are described by identifying the number of plug receptacles on a drop box, which each have two 110V outlets with a total of 8 AMPS per cord. The Carson City Parks and Recreation Administration (Parks Department) requires VENDORS to sign for each electrical drop cord provided for their use.

Extension does not provide hoses for water usage.

ELECTRICAL OPTIONS

Options	Cost	Description
A	\$20	2 Cords (maximum of four 110V outlets) – Total amperage must not exceed 16 AMPS. VENDOR must supply a standard 50- to 100-foot extension cord for each outlet..
B	\$25	4 Cords (maximum of six 110V outlets) – Total amperage must not exceed 32 AMPS. VENDOR must supply a standard 50- to 100-foot extension cord for each outlet.
C	\$35	220V Hookup (this is only for food VENDORS. Please contact Cara Strasser to discuss needs.

The Fair Co-Chair responsible for VENDOR supplies is Cara Strasser (775) 315-7348, email: pchk9282@yahoo.com.

OVERNIGHT CAMPING

Overnight camping is \$10.00 per vehicle, per night near or next to the VENDOR booths. Power MAY be available, water is not. Each vehicle MUST display a special parking pass to remain in the park outside of fair hours. The parking passes will be handed out during set-up by the Fair Co-chair or designee.

EVENT SCHEDULE

Days	Event	Time
Thursday, July 25, 2019	Set-up	10 am to 5 pm*
Friday, July 26, 2019	Health Dept. Inspection for Food	9 am until complete
Friday, July 26, 2019	Fair Open	11 am to 10 pm
Saturday, July 27, 2019	Fair Open	11 am to 10 pm
Sunday, July 28, 2019	Fair Open	11 am to 3 pm
Sunday, July 28, 2019	VENDOR Tear Down	Beginning at 3 pm
Monday, July 29, 2019	Finish VENDOR Tear Down	7 am to 11 am**

*No cars or trailers on lawn before 10 am

**ALL VENDORS MUST HAVE ALL EQUIPMENT OFF THE GRASS BY 11:00 am

SET-UP, TEAR-DOWN, CLEAN-UP

PARK (GRASSY) AREA SET-UP – to protect the grass, please do not park cars or trailers on grass before 8 am.

PARK (GRASSY) AREA BOOTH SET-UP – Booth space is assigned on a first-come, first-served basis based on date contract is received. On set-up day, Fair Co-Chair or designee will direct you to your assigned space. Depending on available space, one vehicle or trailer may be allowed behind your booth. Due to Carson City Fire Lane requirements, **you may not set up any part of your display outside of your assigned booth area. If you have awnings, tables or other signage that exceeds the front vertical plane of your booth, it must be set back off the designated front line to accommodate it.**

PARK (GRASSY) AREA TEAR-DOWN AND CLEAN-UP – Booths may be dismantled after the fair closes at 3:00 pm on Sunday, July 28, 2019 or after 8:00 am on Monday, July 29, 2019. All VENDORS must clean their area before leaving and we would appreciate it if you could pay special attention to picking up cut zip-ties used to erect your booth or display merchandise. Food VENDORS must dispose of grease in the receptacle provided near the restrooms, if appropriate. Cardboard boxes must be flattened and placed in the dumpster provided. **All VENDORS must be out of the park by 11:00 am on Monday, July 29, 2019, as this is when the park sprinkler system is activated.**

PERTINENT MISCELLANEOUS INFORMATION

PROTECT FUJI PARK – Extension rents Fuji Park from the City of Carson City. All VENDORS must be mindful of park features such as trees, sprinkler heads and boxes, electrical cords/water piping and other existing features, especially during set-up and tear-down. A separate handout will be distributed during set-up showing how far you must stay away from each feature. If damage by a VENDOR does occur and the Parks Department chooses to charge Extension, the VENDOR will be responsible for the charges.

LICENSES AND PERMITS – Food VENDORS must obtain a health permit at least 10 days prior to start of the Fair. Health permits must be obtained at: Carson City Health Department, 900 E. Long Street, Carson City, NV 89701. The contact is Cherie Santillo. The Health Department phone number is 775-887-2190, Cherie's direct number is 775-283-7576 and her email is csantillo@carson.org. VENDORS will also need a temporary business license for the City of Carson City. This will be arranged by the Fair Co-Chair, on behalf of Extension, as part of the VENDOR space rent paid. Nevada State tax information will be provided. All VENDORS must also include with their application, proof of Commercial General Liability Insurance naming the University of Nevada, Reno and the City of Carson City as additional insured.

MERCHANDISE DELIVERY – Please do not have merchandise delivered to the Extension Office. Merchandise must be delivered to you via UPS or FedEx as USPS will not deliver to your booth. The address of the park is 601 Old Clear Creek Road, Carson City, NV 89701. Please include a cell contact number on the package to facilitate UPS/FedEx or other carriers being able to make deliveries. Extension will not accept any deliveries on behalf of the VENDOR.

PETS – While pets are usually allowed at Fuji Park, due to the presence of livestock, pets will not be permitted, however, they can be taken to the dog park, which will remain open. If you arrive with pets, they must remain in your trailer at all times, except to be taken to the dog park. No exceptions. **Certified service animals are the only exception.**

EXHIBIT SALES – You may sell or take orders for your merchandise at the Fair. Extension does not take a percentage of your sales but is required to provide Nevada State tax information packets to each VENDOR. These will be distributed during set-up by the Fair Co-Chair or designee. Instructions will be given on where to turn in completed tax forms at that time.

PLEASE READ CAREFULLY!!

STAKING AND SECURING OF VENDOR BOOTHS – Carson City can have significant winds that can arrive without notice and cause damage to canopies and other erected structures. Please make sure that your pop-up or the tenting you use for cover is staked to the ground using one of the methods noted below. Coffee cans filled with cement, cinderblocks and standard tent pegs **ARE NOT SUFFICIENT** to keep your booth from blowing into our guests if the winds pick up. These methods can also become flying projectiles on their own and cause additional damage.

Accepted form of staking structures down are:

- ❖ Cement form stakes (available at Lowes or Home Depot) with 1" wide strapping or rope to secure them
- ❖ 5-gallon or higher water pails (filled) or a suitable alternate method

All booths will be inspected during set up and insufficient means of tethering will be upgraded at the booth owner's expense. All booths should have sides attached at closing to reduce the risk of damage to or theft of merchandise during the hours that the event is closed.

Thank you for adhering to these rules and regulations which are designed to ensure a safe and successful event.

Whereas, VENDOR desires the NON-EXCLUSIVE PRIVILEGE to maintain a booth within the Carson City Fair during the period of this year' 2019 event to be held at Fuji Park, Carson, City, Nevada,

Now, therefore, the parties hereto agree as follows:

1. Fair Co-Chair allows VENDOR, commencing on the 25th day of July, 2019 at Fuji Park, Carson City, Nevada and terminating on the 29th day of July, 2019, to occupy VENDOR space subject to terms and conditions of the contract. The Fair Co-Chair will assign space(s) to VENDORS upon their arrival,
2. In case of any dispute as to the meaning of any provision of this contract or other rules or regulations affecting the Fair, **the decision of the Fair Co-Chair shall be final,**
3. Failure of VENDOR to comply in any respect with the terms and conditions of this contract may, at the option of the Fair Co-Chair, be deemed a material breach of this contract. In such event, the Fair Co-Chair may terminate the contract, and upon such termination, may reoccupy the VENDOR space in any manner deemed for the best interest of Extension. Extension does not refund space fees,
4. This contract shall be binding upon and inure to the benefit of the successor and assigns of the party hereto,
5. **TOTAL CONTRACT SERVICES**

DESCRIPTION	COST PRIOR TO 6/21/2019	YES/NO	COST AFTER 6/21/2019	YES/NO	TOTAL COST
Food – 20'x20'	\$125		\$140		
Non-Food – 20'x20'	\$95		\$115		
Non-Food – 10'x10'	\$65		\$80		
ELECTRICAL OPTIONS					
	COST				
A	\$20		\$20		
B	\$25		\$25		
C	\$35		\$35		
HOW MANY VEHICLES					
	\$10/NIGHT/VEHICLE	NUMBER OF NIGHTS			
TOTAL CONTRACT COST:					

6. VENDOR agrees to sell only the items VENDOR has listed below. Any items listed may not be displayed or sold. If other items, other than described, are brought in, VENDOR will be required to remove them. As this is a family-focused event, some items will not be allowed to be sold. Those items include, but are not limited to: firearms, illegal substances, pornographic material, etc. The Fair Co-Chair will remove any items from your list if not approved and will explain the reason in the space below the list of items. If VENDOR desires to cancel the contract because of items removed by the Fair Co-Chair, VENDOR must do so in writing within ten calendar days from the date of notification.

The Fair Co-Chair and Extension will NOT be responsible for receiving or holding any goods shipped to the Fair site.

CONTRACT ITEMS (Describe items as needed below, Attach additional sheet if necessary):

COMMENTS regarding items removed from list submitted:

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE ENTERED INTO THIS CONTRACT ON THE DATE ACCEPTED AND SIGNED BY THE FAIR CO-CHAIR SHOWN BELOW:

FOR THE VENDOR: I have read the foregoing contract and agree to abide by the rules and regulations and contract terms.

SUBMITTED BY:

VENDOR BUSINESS/ORGANIZATION _____
BY (SIGNATURE) _____ DATE _____

TITLE _____

PLEASE MAKE CHECKS PAYABLE TO CARSON CITY FAIR! Mail to address below.

ACCEPTED BY:

Cara Strasser, Fair Co-Chair
On behalf of University of Nevada Cooperative Extension
2621 Northgate Lane, Suite 15
Carson City, Nevada 89706
775-315-7348 (Cara Strasser)
Email: pchk9282@yahoo.com (Cara Strasser)
775-887-2252 (Extension)

BY (SIGNATURE) _____ DATE _____

TITLE _____

An executed copy of this contract will be mailed or emailed back to VENDOR when signed by both parties.