

# NEVADA STATE FAIR

## June 13-16, 2024

### VENDOR APPLICATION

www.nevadastatefair.org  
112 N. Curry St. Carson City, NV 89703

#### Business Information

Business Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Primary Contact \* : \_\_\_\_\_ On-Site Contact (if different) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work/Office Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Cellular Phone (required) (\_\_\_\_) \_\_\_\_\_ Text (required) (\_\_\_\_) \_\_\_\_\_

Email Address (required) \_\_\_\_\_

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

*\*The "Primary Contact" should be capable of signing a legal contract in the name of the interested entity. Secondary Contact is for communication on site, if different.*

#### Social Media

Please share your social media accounts:

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_

Tiktok: \_\_\_\_\_

#### Product / Exhibit / Promotion Listing

- Vendors:**
- Food and/or Beverage (No Alcohol) \* **MUST ATTACH FULL MENU**
  - Sales and/or Professional Services (Medical Services, realtors, insurance, ect.)
  - Registered 501©3 (No sales, food or beverage) **\*\*ATTACH CERTIFICATION LETTER**

Name each specific item to be sold (include brand names), exhibited or promoted (use separate sheet if additional space is needed).

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**ALL PRODUCTS & EXHIBITS MUST BE APPROVED AND ONLY ITEMS LISTED ABOVE WILL BE CONSIDERED FOR INCLUSION IN A CONTRACT.**

Continued on next page

**Space Request (one application for each trailer/tent/etc. required)**

**VENDER SPACES \*this is an outdoor only event.**

**\*Only one business/company per vender booth**

- Tent/Booth/Stand                       Trailer                       RV/Motorhome/truck

**Please indicate the size of your vehicle or stand:**

Concession Trailer: \_\_\_\_\_ Tent: \_\_\_\_\_ Stand: \_\_\_\_\_

**\* A color photo or detailed drawing of vendor / exhibit display or stand MUST be submitted with application. If photo or drawing is NOT included, the application will NOT be considered. Please email [info@nevadastatefair.org](mailto:info@nevadastatefair.org) or attach with this application.**

**Pricing & Sizes & Payments**

**Standard Sizes \* You can purchase more than one booth if more space is needed.**

- |   |           |                               |          |
|---|-----------|-------------------------------|----------|
| • Food & Beverage Standard                  | 10' X 15' | \$450 x Number needed _____ = | \$ _____ |
| • Sales/Professional Services               | 10' X 10' | \$375 x Number needed _____ = | \$ _____ |
| • Registered 501©3                          | 10' X 10' | \$200 x Number needed _____ = | \$ _____ |
|   |           | Security/Cleaning Deposit +   | \$75.00  |
|   |           | Processing Fee +              | \$10.00  |
|   |           | Rental Options +              | \$ _____ |
| • RENTAL OPTIONS *(Day of rental increases) |           |                               |          |
| • Canopy 10'x10'                            | \$50      |                               |          |
| • Table                                     | \$25      |                               |          |
| • Chair                                     | \$8       |                               |          |
| • Canopy weights                            | \$5       | <b>Total:</b>                 | \$ _____ |

PAYMENTS (Online or Check )

[Payment can be made online here:](#)



Scan to Pay

Payment is due within 10 days of acceptance, unless other arrangements are made. If paying by check, make payable to Nevada State Fair. Latest accepted checks must be postmarked by May 27, 2024. \*No walk-ins allowed.

## Nevada State Fair 2024

June 13-16

### VENDOR TERMS AND CONDITIONS

#### **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. Online Payment or One check please.**
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 at 8:00am 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 \$75 must be included with application payment. 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 of space and not eligible for refund.**
8. **Tents/canopies must be weighted down with water, sand, or cement for high winds that may occur (No Stakes).**
9. **Vendor is responsible for removal of ALL trash in and around booth space and must be placed in the large dumpsters by the Pavilion. Trash cans are for use by fair goers only and are not to be used by vendors. Deposit will be withheld if trash cans are used by vendors. \*Please use used oil receptacle for used cooking oil.**
10. **No sale or distribution of alcohol will be allowed without explicit prior approval. No Amplified Sound allowed.**
11. **No parking on grass/ dirt or any other place that is not a valid parking spot on asphalt.**
12. **Vehicles driving on the grass anywhere in the park (coming or going) must be escorted by a person (either by a vendor or Fair staff leading the vehicle). Deposit will be revoked if any vehicle is found driving on the grass unescorted.**

**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 call 775-887-2210.** 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 bring your own quiet generator. Generators must be re-filled with tarp – to protect the grass.**

**Insurance:** Vendors must submit a valid certificate of liability insurance with limits of at least \$1M per occ/\$2M agg and rated A-XII or better 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 27, 2024. Refunds, less a 15% processing fee, will be paid within 30 days following the event.

By signing below you are authorizing Nevada State Fair to use any pictures or visual recording of any person for promotional publication.

**Vendor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**REQUIRED ITEMS:**

- |                                 |  |                             |
|---------------------------------|--|-----------------------------|
| <b>1. Completed Application</b> | <b>2. Menu or 501©3 Certification Letter</b> | <b>3. Photo of Booth</b>    |
| <b>4. Payment</b>               | <b>5. Insurance Certification</b>            | <b>6. Temp. Food Permit</b> |

If vendor is a registered company in Nevada - Please provide Nevada Tax ID here: #

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**Nevada State Fair \* 112 N. Curry Street. Carson City, NV 89703 \* (775) 400-1102**