

# VENDOR APPLICATION - 2023

## One Application for Business or Organization

Responsible Person: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

Contact Person at Event \_\_\_\_\_ Cell: \_\_\_\_\_

Company/Organization Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

E-mail \_\_\_\_\_ Signature \_\_\_\_\_

### 1) Choose your Type of Vendor and Price: Elija su Tipo de Puesto y Precio:



**Mariachi and Folklore  
of the Nations Festival**  
Sat, June 24th  
At Tegli's Paradise  
Park

Booth Space Size = 10 ft x 10 ft	Price Before April 10th	Regular Price
<input type="checkbox"/> Business Information	\$280 <input type="checkbox"/>	\$380 <input type="checkbox"/>
<input type="checkbox"/> Business Sales	\$330 <input type="checkbox"/>	\$430 <input type="checkbox"/>
<input type="checkbox"/> Political Party/Candidate	\$330 <input type="checkbox"/>	\$430 <input type="checkbox"/>
<input type="checkbox"/> Food/Beverage	\$480 <input type="checkbox"/>	\$580 <input type="checkbox"/>
<input type="checkbox"/> 501 C3 Organization	\$195 <input type="checkbox"/>	\$245 <input type="checkbox"/>

### (A) Advertise in the Booklet of Mariachi & Folk Fest

Choose Size of your AD: Elija Tamaño de su ANUNCIO:	Price if you Buy a Booth	Regular Price
8" x 5" Full Page	\$200 <input type="checkbox"/>	\$400 <input type="checkbox"/>
4" x 5" Half Page	\$150 <input type="checkbox"/>	\$300 <input type="checkbox"/>
2" x 5" 1/4 Page	\$100 <input type="checkbox"/>	\$200 <input type="checkbox"/>
2" x 2.5" 1/8 Page	\$75 <input type="checkbox"/>	\$150 <input type="checkbox"/>
Name Line	\$50 <input type="checkbox"/>	\$90 <input type="checkbox"/>

### 2) Choose your Type of Vendor and Price: Elija su Tipo de Puesto y Precio:



**Poesía  
Cuentos  
y Libros**  
**Feria del  
Libro en  
Español**  
Poetry, Storytelling  
& Spanish Book Fair  
Sat, August 5th  
At Tegli's Paradise  
Park

Booth Space Size = 10 ft x 10 ft	Price Before April 10th	Regular Price
<input type="checkbox"/> Business Information	\$260 <input type="checkbox"/>	\$380 <input type="checkbox"/>
<input type="checkbox"/> Business Sales	\$300 <input type="checkbox"/>	\$430 <input type="checkbox"/>
<input type="checkbox"/> Political Party/Candidate	\$300 <input type="checkbox"/>	\$430 <input type="checkbox"/>
<input type="checkbox"/> Food/Beverage	\$460 <input type="checkbox"/>	\$580 <input type="checkbox"/>
<input type="checkbox"/> 501 C3 Organization	\$195 <input type="checkbox"/>	\$245 <input type="checkbox"/>

### (B) Advertise in the Booklet of Poetry & Book Fair

Choose Size of your AD: Elija Tamaño de su ANUNCIO:	Price if you Buy a Booth	Regular Price
8" x 5" Full Page	\$200 <input type="checkbox"/>	\$400 <input type="checkbox"/>
4" x 5" Half Page	\$150 <input type="checkbox"/>	\$300 <input type="checkbox"/>
2" x 5" 1/4 Page	\$100 <input type="checkbox"/>	\$200 <input type="checkbox"/>
2" x 2.5" 1/8 Page	\$75 <input type="checkbox"/>	\$150 <input type="checkbox"/>
Name Line	\$50 <input type="checkbox"/>	\$90 <input type="checkbox"/>

### 3) Choose your Type of Vendor and Price: Elija su Tipo de Puesto y Precio:



**Fiesta on Wells**  
Sunday  
Sept 24th  
S. Wells Ave.

Booth Space Size = 10 ft x 10 ft	Price Before April 10th	Regular Price
<input type="checkbox"/> Business Information	\$295 <input type="checkbox"/>	\$380 <input type="checkbox"/>
<input type="checkbox"/> Business Sales	\$345 <input type="checkbox"/>	\$430 <input type="checkbox"/>
<input type="checkbox"/> Political Party/Candidate	\$345 <input type="checkbox"/>	\$430 <input type="checkbox"/>
<input type="checkbox"/> Food/Beverage	\$495 <input type="checkbox"/>	\$580 <input type="checkbox"/>
<input type="checkbox"/> 501 C3 Organization	\$195 <input type="checkbox"/>	\$245 <input type="checkbox"/>

### (C) Advertise in the Fiesta on Wells' Booklet

Choose Size of your AD: Elija Tamaño de su ANUNCIO:	Price if you Buy a Booth	Regular Price
8" x 5" Full Page	\$200 <input type="checkbox"/>	\$400 <input type="checkbox"/>
4" x 5" Half Page	\$150 <input type="checkbox"/>	\$300 <input type="checkbox"/>
2" x 5" 1/4 Page	\$100 <input type="checkbox"/>	\$200 <input type="checkbox"/>
2" x 2.5" 1/8 Page	\$75 <input type="checkbox"/>	\$150 <input type="checkbox"/>
Name Line	\$50 <input type="checkbox"/>	\$90 <input type="checkbox"/>

#### 4) Choose your Type of **VENDOR** and your Price:

**Elija su Tipo de PUESTO y su Precio:**

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**Día de los Muertos**  
Sunday, Oct. 29th  
E. Pueblo Street

Booth Space Size = 10 ft x 10 ft		Price Before April 10th	Regular Price
<input type="checkbox"/> Business Information		\$280 <input type="checkbox"/>	\$380 <input type="checkbox"/>
<input type="checkbox"/> Business Sales		\$330 <input type="checkbox"/>	\$430 <input type="checkbox"/>
<input type="checkbox"/> Political Party/Candidate		\$330 <input type="checkbox"/>	\$430 <input type="checkbox"/>
<input type="checkbox"/> Food/Beverage		\$480 <input type="checkbox"/>	\$580 <input type="checkbox"/>
<input type="checkbox"/> 501 C3 Organization		\$195 <input type="checkbox"/>	\$245 <input type="checkbox"/>

#### (D) **Advertise** in the Day of the Dead's Booklet

Choose Size of your AD: Elija Tamaño de su ANUNCIO:		Price if you Buy a Booth	Regular Price
1000 copies	8" x 5" Full Page	\$200 <input type="checkbox"/>	\$400 <input type="checkbox"/>
	4" x 5" Half Page	\$150 <input type="checkbox"/>	\$300 <input type="checkbox"/>
	2" x 5" 1/4 Page	\$100 <input type="checkbox"/>	\$200 <input type="checkbox"/>
	2" x 2.5" 1/8 Page	\$75 <input type="checkbox"/>	\$150 <input type="checkbox"/>
	Name Line	\$50 <input type="checkbox"/>	\$90 <input type="checkbox"/>

### For All Vendors:

- There is a mandatory \$20 fee if you don't own a Business License from the City of Reno; this fee goes directly to the City of Reno. Excepting 501(c)(3) nonprofit organizations and government entities. A Vendor is any business or organization, that includes, but is not limited to, the sale of goods, services, food and beverages or the disbursement of flyers, samplers or other advertising materials.
- All vendors should bring their own tents, tables, chairs and sand bags. A vendor can't share their booth space with another vendor. Vendors can't give, pass or sell their booth space to any other vendor without notifying the organizer 48 hours before the event.
- 501 (c) (3) Nonprofit Organizations, Tax Exempt Number: \_\_\_\_\_  
Food-Truck Vendors receive 2/3 booth spaces 10ft x 10ft each. Size of food-truck? \_\_\_\_\_. If tables and chairs, space needed? \_\_\_\_\_. Sales window side? Pilot \_\_\_\_ Co-pilot \_\_\_\_\_. If outside generator, would smog affect other vendors \_\_\_\_\_. Booth size or shape specific request: \_\_\_\_\_  
If you have a booth location preference, please specify: \_\_\_\_\_
- Please indicate **Yes or No**:  
Do you have a valid annual **City of Reno business license**? Number: \_\_\_\_\_  
If **No**, please **include below a \$20** fee for a temporary license per each event.  
If doing sales, Nevada Sales Tax Identification Number: \_\_\_\_\_

\$ \_\_\_\_\_ **Place here your VENDOR's SubTotal - Add #1 + #2 + #3 + #4**

\$ \_\_\_\_\_ = \$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_. Add \$20, **per Each Event**, if you don't have **one-day City of Reno Business License**

(1) Mariachi (2) Poetry (3) Fiesta (4) Día

\$ \_\_\_\_\_ = \$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_. Add \$90, **per Each Event**, if you need **Electricity**.

(1) Mariachi (2) Poetry (3) Fiesta (4) Día

\$ \_\_\_\_\_ = \$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_ + \$ \_\_\_\_\_. For all **Vendors** add **not refundable, mandatory \$10 cleaning per Event**

(1) Mariachi (2) Poetry (3) Fiesta (4) Día

\$ \_\_\_\_\_ Add **3.5%** \_\_\_\_\_ if you are paying with a Debit/Credit Card.

5) \$ \_\_\_\_\_ **This is your VENDOR's TOTAL**

**If you are paying for Advertising, please place this amount on Page 3, #9**

#### 6) **Festivals Hours of Operation**

- 1) **Mariachi and Folklore of the Nations Festival:**  
Saturday, June 24th / 11 AM to 5 PM  
Tagle's Paradise Park
- 2) **Poetry, Storytelling & Books Fair**  
Saturday, August 5th / 11 AM to 4 PM  
Tagle's Paradise Park

- 3) **Fiesta on Wells (Hispanic Heritage Month)**  
Sunday, Sept. 24th / 11:00 AM to 5:00 PM. South Wells Avenue
- 4) **4th Annual Day of the Dead Festival:**  
Sunday, October 29th, 11 AM to 4 PM.  
East Pueblo Street

7)

## SET-UP/TEAR DOWN

- All vendors should bring their own tents, tables, chairs and sand bags for safety.
- Early Booth set up 8:30 AM to 10:30 AM (Streets or Park will be already closed or ready by City of Reno crew, only Vendors can have access. Vendors must be prepared to open at 10:45 AM.
- All vehicles must be removed from event venue by 10:30 AM. No parking inside of venue or gates.
- Vendors must start tearing down at 5 PM -Mariachi Fest // 5 PM -Fiesta // 4 PM -Poetry & Book Fair // and 4 PM -Day of the Dead. It is not allowed to breakdown or leave the booth space unattended until event has ended. Vendors that leave the event before may be fined \$100. If required to leave before the end of the event, please notify the organizers before the event's day, so your booth can be previously best located.
- Organizer reserves the right to close any concession booth, at any time, if such concession or booth does not operate in a manner satisfactory to the Organizer.
- If a Vendor doesn't show up the day of the event without a previous notice, (still will have to pay all fees incurred, if no paid in full) and will be responsible for a no-showed-up fee of \$100.

**8) NEVADA STATE TAX REQUIREMENTS.** The State of Nevada requires a onetime Sales Tax Return to be completed prior to the event with reportable sales submitted at the conclusion of the event. Those with a Nevada Tax ID number may pay their taxes with their regular monthly or quarterly return. Payment of Nevada sales tax is the exclusive responsibility of the concessionaire. If you have a Nevada Tax ID please list your number in the space provided on the application form and include a copy of your sales tax permit with this application. Concessionaires who are sales and use tax exempt must attach a Department of Taxation letter of exemption with their application.

### Advertise in the Program of these Plays

(E)

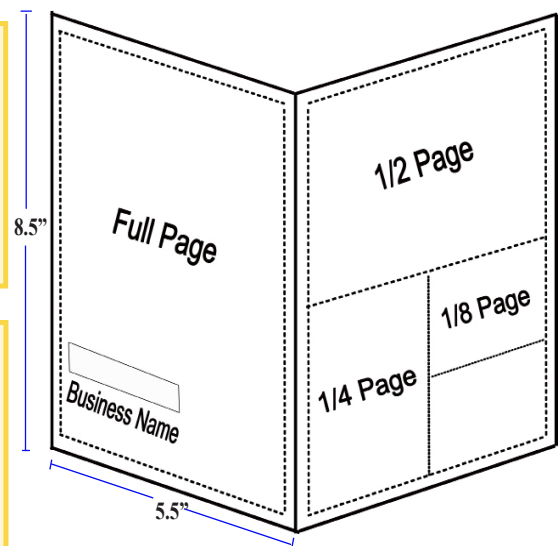


**The Wizard of Oz**  
Bilingual Theater  
at Reno Little Theater

<b>Feb. 25</b>	8" x 5" Full Page	\$400	<input type="checkbox"/>
<b>2 &amp; 5 pm</b>	4" x 5" 1/2 Page	\$300	<input type="checkbox"/>
	2" x 5" 1/4 Page	\$200	<input type="checkbox"/>
<b>Feb 26</b>	2" x 2.5" 1/8 Page	\$150	<input type="checkbox"/>
<b>2 pm</b>	Name Line	\$90	<input type="checkbox"/>

(F) **"LGBTQIA+LatinX"**  
Bilingual Theater  
at Reno Little Theater

<b>June</b>	8" x 5" Full Page	\$400	<input type="checkbox"/>
<b>9,</b>	4" x 5" 1/2 Page	\$300	<input type="checkbox"/>
<b>10</b>	2" x 5" 1/4 Page	\$200	<input type="checkbox"/>
<b>&amp;</b>	2" x 2.5" 1/8 Page	\$150	<input type="checkbox"/>
<b>11</b>	Name Line	\$90	<input type="checkbox"/>



(G)

Add all Advertising (A)+ (B) + (C) + (D) + (E) + (F) = \$ \_\_\_\_\_  
 If you advertise in 3 or more events RECEIVE 10% discount = - \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Add 3.5% \_\_\_\_\_ if you are paying with a Debit/Credit Card = \$ \_\_\_\_\_  
 Total Advertising = \$ \_\_\_\_\_

9)

PLACE here VENDOR's TOTAL from #5 \$ \_\_\_\_\_  
 PLACE here ADVERTISING's TOTAL from (G) + \$ \_\_\_\_\_  
 FINAL TOTAL = \$ \_\_\_\_\_

## 10) Number of Payments. Número de Pagos

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- **Vendors** must return this Application completed and signed on or before **April 10th, 2023**; to received the discounted price, as shown above.
- **Advertisers** must return this Application completed and signed on or before **April 10th, 2023** and receive a discount as shown above.
- **Vendors** and/or **Advertisers** can do **ONE or TWO** payments **without interest or extra fee**. But if you don't pay on the programmed dates, you will lose all discounts and special prices for both booth spaces and advertising.
- **ONE payment:** Make sure you send your payment before or on **April 10th**, to be able to receive the discounted price. for both Booth space and Advertising.
- **TWO payments:** **First payment** should be at least 50% of the total price, and sent before or on **April 10th**: \_\_\_\_/\_\_\_\_/\_\_\_\_. The **Second payment** should be sent no more than 30 days after the First payment: \_\_\_\_/\_\_\_\_/\_\_\_\_.

## 11) Please initial: (If not initiated but signed, it will be considered as you read these clauses

- \_\_\_\_ For any late payment, add a 10% fee of your total price. Returned check fee is \$35.
- \_\_\_\_ There is a **25% refund** if event is cancelled due to a major cause (e.g. Covid-19).
- \_\_\_\_ There is a **50% refund** if Vendor cancels 30 or more days BEFORE event's date.
- \_\_\_\_ There is a **25% refund** if Vendor cancels WITHIN 30 days of event's date,
- \_\_\_\_ There are **not refunds** if Vendor cancels **one week before event or on the day of the event**.
- \_\_\_\_ Food and/or beverage Vendors must ensure to obtain and display food vending permits from the Washoe County Health District, call at 775-328-2620. Food vendors should Submit Health District permits 30 days before event's date.
- \_\_\_\_ There is an extra fee of \$90 per booth for electricity, if requested.
- \_\_\_\_ Any written communication by Text, Whatsapp or email with the phrase meaning "I APPROVE THIS CONTRACT" and any type of payment or subpayment, is considerate as Electronic Signature.

## 12) METHODS OF PAYMENT:

**This is your Contract:** Please complete and sign up this Application. Scan and email to Mario at marioreno@live.com; or send phone's photos to (775) 378.7025.

- 1) Pay using **Zelle**, without fees; send payment to 775.378.7025, Latino Arte and Culture.
- 2) Send a company's or personal check covering the booth fees and/or advertising fees. Please make sure you included mandatory non-refundable cleaning fee \$10 per Event. If needed one-day Reno business license \$20 per Event; and/or electricity \$90 per Event.
- 3) Make **check** payable to LATINO ARTE AND CULTURE, send to P.O. BOX 60557 Reno NV 89506.
- 4) Call us with your **Credit/Debit Card** information or fill out your data here; there is a **3.5% fee** payment processing. Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_  
3 Digit Code \_\_\_\_\_ ZIP \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_

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If you have a question please call Annamaria (Español) at 775-378-1779 or Mario (English) at 775-378-7025.