

# VENDOR APPLICATION - 2025

## One Application for Business or Organization



775.378.1779  
775.378.7025

PO Box 60557  
Reno NV 89506

Find this Application at  
Encuentre Aplicación en  
[www.LatinoArte.org](http://www.LatinoArte.org)

Responsible Person \_\_\_\_\_ Phone/Cell: \_\_\_\_\_  
In your business/organization

Contact Person at Event \_\_\_\_\_ Cell: \_\_\_\_\_  
From your business/organization

Company/Organization Name \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

E-mail \_\_\_\_\_ Signature \_\_\_\_\_  
Clear writing please

(1)

3th Year!!!



## Mariachi & Folklore of the Nations Festival

Saturday, May 24th- 1pm-7pm  
Idlewild Park \_\_\_\_

	Price Before or on March 22nd	REGULAR Price after March 23th
Booth Space Size = 10 ft x 10 ft MARK your SELECTION		
<input type="checkbox"/> Business Information	\$325 <input type="checkbox"/>	\$405 <input type="checkbox"/>
<input type="checkbox"/> Business Sales	\$345 <input type="checkbox"/>	\$425 <input type="checkbox"/>
<input type="checkbox"/> Political Party/Candidate	\$345 <input type="checkbox"/>	\$425 <input type="checkbox"/>
<input type="checkbox"/> Food/Beverage	\$552 <input type="checkbox"/>	\$632 <input type="checkbox"/>
<input type="checkbox"/> 501 C3 Org / Gov. office	\$225 <input type="checkbox"/>	\$305 <input type="checkbox"/>

**(B) Advertise in the  
Fiesta on Wells Booklet**

Send Ads before Apr. 24th to <a href="mailto:marioreno@live.com">marioreno@live.com</a>	If you Buy a Booth, Pay less	Regular Price
8" x 5" Full Page	\$300 <input type="checkbox"/>	\$400
4" x 5" Half Page	\$200 <input type="checkbox"/>	\$300
2" x 5" 1/4 Page	\$150 <input type="checkbox"/>	\$200
2" x 2.5" 1/8 Page	\$100 <input type="checkbox"/>	\$130
Name Line	\$60 <input type="checkbox"/>	\$90

(2)



10th  
Anniversary!!!

## Fiesta on Wells

Sunday, Sep. 21st  
11am-5pm - South Wells Ave.

	Price Before or on March 22nd	REGULAR Price after March 23h
Booth Space Size = 10 ft x 10 ft MARK your SELECTION		
<input type="checkbox"/> Business Information	\$325 <input type="checkbox"/>	\$405 <input type="checkbox"/>
<input type="checkbox"/> Business Sales	\$345 <input type="checkbox"/>	\$425 <input type="checkbox"/>
<input type="checkbox"/> Political Party/Candidate	\$345 <input type="checkbox"/>	\$425 <input type="checkbox"/>
<input type="checkbox"/> Food/Beverage	\$552 <input type="checkbox"/>	\$632 <input type="checkbox"/>
<input type="checkbox"/> 501 C3 Org / Gov. office	\$225 <input type="checkbox"/>	\$305 <input type="checkbox"/>

**(A) Advertise in the  
Fiesta on Wells Booklet**

Send Ads before Aug. 21th to <a href="mailto:marioreno@live.com">marioreno@live.com</a>	If you Buy a Booth, Pay less	Regular Price
8" x 5" Full Page	\$300 <input type="checkbox"/>	\$400
4" x 5" Half Page	\$200 <input type="checkbox"/>	\$300
2" x 5" 1/4 Page	\$150 <input type="checkbox"/>	\$200
2" x 2.5" 1/8 Page	\$100 <input type="checkbox"/>	\$130
Name Line	\$60 <input type="checkbox"/>	\$90

(3)



9th Anniversary!!!

# Day of the Dead Festival

Sunday, November 2nd  
11am-4pm - E. Pueblo St.

Booth Space Size = 10 ft x 10 ft MARK your SELECTION	Price Before or on March 22nd	REGULAR Price after March 23th
<input type="checkbox"/> Business Information	\$325 <input type="checkbox"/>	\$405 <input type="checkbox"/>
<input type="checkbox"/> Business Sales	\$345 <input type="checkbox"/>	\$425 <input type="checkbox"/>
<input type="checkbox"/> Political Party/Candidate	\$345 <input type="checkbox"/>	\$425 <input type="checkbox"/>
<input type="checkbox"/> Food/Beverage	\$552 <input type="checkbox"/>	\$632 <input type="checkbox"/>
<input type="checkbox"/> 501 C3 Org / Gov. office	\$225 <input type="checkbox"/>	\$305 <input type="checkbox"/>

(C) Advertise in the Fiesta on Wells Booklet		
Send Ads before Oct 2nd to <a href="mailto:marioreno@live.com">marioreno@live.com</a>	If you Buy a Booth, Pay less	Regular Price
8" x 5" Full Page	\$300 <input type="checkbox"/>	\$400
4" x 5" Half Page	\$200 <input type="checkbox"/>	\$300
2" x 5" 1/4 Page	\$150 <input type="checkbox"/>	\$200
2" x 2.5" 1/8 Page	\$100 <input type="checkbox"/>	\$130
Name Line	\$60 <input type="checkbox"/>	\$90



# FRIDA KAHLO

Bilingual Play

22nd Anniversary!!!  
Doing Bilingual Theater

Friday  
June 6th 8 pm

Saturday  
June 7th 8 pm

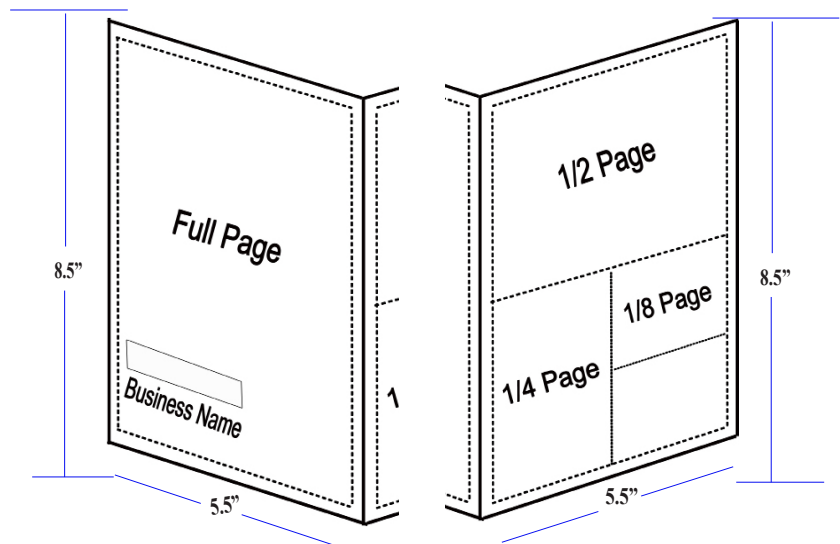
Sunday  
June 8th 4 pm

Reno Little Theater - 147 E. Pueblo St.

(D) Send Ad or advertising on or before May 6th to <a href="mailto:adelitazapata16@gmail.com">adelitazapata16@gmail.com</a>	
<input type="checkbox"/> Full Page -- 8" x 5"	\$420
<input type="checkbox"/> 1/2 Page -- 4" x 5"	\$280
<input type="checkbox"/> 1/4 Page -- 2" x 5"	\$190
<input type="checkbox"/> 1/8 Page -- 2" x 2.5"	\$90
<input type="checkbox"/> Name Line	\$80

- \$ \_\_\_\_\_ Place here your **VENDOR's SubTotal** - Add #1 + #2 + #3
- \$ \_\_\_\_\_ Add \$20 per Each Event, it is **MANDATORY** if you don't have a City of Reno Business License, this is a City of Reno charge, non profits are excluded.
- \$ \_\_\_\_\_ Electricity: \$90 per Each Event, Limited units.
- \$ \_\_\_\_\_ **MANDATORY** \$10 cleaning fee per Event for all Vendors, not refundable
- \$ \_\_\_\_\_ This is your **VENDOR's TOTAL**
- \$ \_\_\_\_\_ Add here all Advertising (A)+ (B) + (C) + (D) Increase your advertising in the **Frida Kahlo's play** Program
- \$ \_\_\_\_\_ Add 3.5% \_\_\_\_\_ if you are paying with a Debit/Credit Card
- \$ \_\_\_\_\_ This is your **TOTAL**

**TICKETS**  
**BOLETOS**  
 latinoarte.org  
 renolittletheater.org  
 Call at 775-378-1779  
 or Whatsapp



**(5) For All Vendors:**

- 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 or informative 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.
- If you **do not have** a City of Reno business license, the City of Reno charges us a fee of \$20 per vendor for a one-day permit. If you have it your annual **City of Reno business license number:** \_\_\_\_\_
- **501(c)(3) nonprofit organizations** and government entities are exempt of the business license fee.
- Please provide your **Tax Exempt Number:** \_\_\_\_\_
- **All Vendors:** Please specify your booth location preference: \_\_\_\_\_
- **Food-Truck Vendors,** size of your truck \_\_\_ ft long by \_\_\_ ft wide \_\_\_. Please make sure Exhaust Outlet won't bother other vendors. Number of spaces needed? (10ft x 10ft each) \_\_\_\_\_ comments: \_\_\_\_\_
- **If doing sales provide your Nevada Sales Tax Identification Number:** \_\_\_\_\_

**6) Set-Up/Tear Down**

- All vendors should bring their own tents, tables, chairs and sand bags for safety.
- Early Booths set up 8:30 AM to 10:45 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 in Mariachi and Folklore of the Nations Festival; at 5 PM at Fiesta on Wells and at 4 PM in Day of the Dead. It is not allowed to break down or leave the booth space unattended until the event has ended. 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) Number of Payments. Número de Pagos

- **Vendors** must return this Application completed and signed on or before **March 22nd, 2025**; to received the discounted price, as shown above.
- **Advertisers** must return this Application completed and signed on or before **March 22nd, 2025** 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 loose all discounts and special prices for both booth spaces and advertising.
- **ONE payment:** Make sure you send your payment before or on **April 22nd**, to be able to received 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 30th**.  
\_\_\_/\_\_\_/\_\_\_ **Second payment** should be sent no more than 30 days after the First payment.

(7) **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.

### 9) Please initial: (if not initiated but signed, it will be considered as you understood 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).
- \_\_\_ 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, but
- \_\_\_ 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.

## 10) METHODS OF PAYMENT:

**This is your Contract:** Please complete and sign up this Application, then scan and email to Annamaria at [adelitazapata16@gmail.com](mailto:adelitazapata16@gmail.com) or send clean photographs from your cell to (775) 378-1779.

- 1) **ZELLE**, without fees; send payment to **LatinoArteReno@gmail.com**
- 2) Make check payable to **LATINO ARTE AND CULTURE**, send to **P.O. BOX 60557 Reno NV 89506**.
- 3) Call us with your **Credit/Debit Card** information or fill out your data here; **there is a 3.5% processing fee**. Card Number: \_\_\_\_\_ Exp. Date \_\_\_ / \_\_\_  
3 Digit Code \_\_\_ ZIP \_\_\_\_\_ Amount: \$ \_\_\_\_\_ (+3.5%) \$ \_\_\_\_\_ Total \$ \_\_\_\_\_