



find this Application at  
[www.LatinoArte.org](http://www.LatinoArte.org)

775.378.7025  
775.378.1779

a 501 c3 Organization  
Tax Exempt EIN 85-3814363

PO Box 60557  
Reno NV 89506

# VENDOR APPLICATION for Annual Events 2022

One Application for Business or Organization

1) CONTACT PERSON at EVENT \_\_\_\_\_

COMPANY/Organization \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ PHONE \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

1) Choose your Type of **VENDOR** and Price: *ONLY for BOOTHS*  
Elija su Tipo de PUESTO y Precio: *SOLO para PUESTOS*



**Mariachi and Folklore of the Nations Festival**  
June: Sat 11th  
Idlewild Park

Booth Space Size = 10 ft x 10 ft	Price Before May 15th	Regular Price
<input type="checkbox"/> Business Information	\$250 <input type="checkbox"/>	\$350 <input type="checkbox"/>
<input type="checkbox"/> Business Sales	\$300 <input type="checkbox"/>	\$400 <input type="checkbox"/>
<input type="checkbox"/> Political Party/Candidate	\$300 <input type="checkbox"/>	\$400 <input type="checkbox"/>
<input type="checkbox"/> Food/Beverage	\$480 <input type="checkbox"/>	\$580 <input type="checkbox"/>
<input type="checkbox"/> 501 c3 Organization	\$175 <input type="checkbox"/>	\$225 <input type="checkbox"/>

2) Choose your Type of **VENDOR** and Price:  
Elija su Tipo de PUESTO y su Precio:



**Fiesta on Wells**  
Sunday - Sept 18th  
S. Wells Ave.

Booth Space Size = 10 ft x 10 ft	Price Before May 15th	Regular Price
<input type="checkbox"/> Business Information	\$250 <input type="checkbox"/>	\$350 <input type="checkbox"/>
<input type="checkbox"/> Business Sales	\$300 <input type="checkbox"/>	\$400 <input type="checkbox"/>
<input type="checkbox"/> Political Party/Candidate	\$300 <input type="checkbox"/>	\$400 <input type="checkbox"/>
<input type="checkbox"/> Food/Beverage	\$480 <input type="checkbox"/>	\$580 <input type="checkbox"/>
<input type="checkbox"/> 501 c3 Organization	\$175 <input type="checkbox"/>	\$225 <input type="checkbox"/>

3) Choose your Type of **VENDOR** and your Price:  
Elija su Tipo de PUESTO y su Precio:



**Day of the Dead Festival**  
Sunday, October 30th  
E. Pueblo Street

Booth Space Size = 10 ft x 10 ft	Price Before May 15th	Regular Price
<input type="checkbox"/> Business Information	\$200 <input type="checkbox"/>	\$300 <input type="checkbox"/>
<input type="checkbox"/> Business Sales	\$250 <input type="checkbox"/>	\$350 <input type="checkbox"/>
<input type="checkbox"/> Political Party/Candidate	\$300 <input type="checkbox"/>	\$400 <input type="checkbox"/>
<input type="checkbox"/> Food/Beverage	\$440 <input type="checkbox"/>	\$540 <input type="checkbox"/>
<input type="checkbox"/> 501 c3 Organization	\$150 <input type="checkbox"/>	\$200 <input type="checkbox"/>

4) Add all **FESTIVALS'** amount.  
SUBTOTAL: \$ \_\_\_\_\_

COPY this **FESTIVALS' SUBTOTAL** ON LINE # 6 in the NEXT Page

(A) **Advertise** your  
Business in the Mariachi  
& Folklore Fest's Booklet

Choose Size of your AD: Elija Tamaño de su ANUNCIO:	Price if you Buy a Booth	Regular Price
8" x 5" Full Page	\$100 <input type="checkbox"/>	\$600 <input type="checkbox"/>
4" x 5" Half Page	\$60 <input type="checkbox"/>	\$400 <input type="checkbox"/>
2" x 5" 1/4 Page	\$40 <input type="checkbox"/>	\$250 <input type="checkbox"/>
2" x 2.5" 1/8 Page	\$30 <input type="checkbox"/>	\$150 <input type="checkbox"/>
Name Line	\$20 <input type="checkbox"/>	\$50 <input type="checkbox"/>

(B) **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	\$100 <input type="checkbox"/>	\$600 <input type="checkbox"/>
4" x 5" Half Page	\$60 <input type="checkbox"/>	\$400 <input type="checkbox"/>
2" x 5" 1/4 Page	\$40 <input type="checkbox"/>	\$250 <input type="checkbox"/>
2" x 2.5" 1/8 Page	\$30 <input type="checkbox"/>	\$150 <input type="checkbox"/>
Name Line	\$20 <input type="checkbox"/>	\$50 <input type="checkbox"/>

(C) **Advertise** in the Day of  
the Dead Festival's Booklet

Choose Size of your AD: Elija Tamaño de su ANUNCIO:	Price if you Buy a Booth	Regular Price
8" x 5" Full Page	\$100 <input type="checkbox"/>	\$600 <input type="checkbox"/>
4" x 5" Half Page	\$60 <input type="checkbox"/>	\$400 <input type="checkbox"/>
2" x 5" 1/4 Page	\$40 <input type="checkbox"/>	\$250 <input type="checkbox"/>
2" x 2.5" 1/8 Page	\$30 <input type="checkbox"/>	\$150 <input type="checkbox"/>
Name Line	\$20 <input type="checkbox"/>	\$50 <input type="checkbox"/>

(D) Add all **ADVERTISING** amounts  
SUBTOTAL: \$ \_\_\_\_\_

See More **Advertising** Opportunities and  
Finish your **Advertising** Buy on **PAGE 3**

## 5) For All Festivals' Vendors:

Page 2 of 4

- 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.
- 501 c3 Nonprofit Organizations, Tax Exempt Number: \_\_\_\_\_
- Food-Truck Vendors receive 2 or 3 Booth Spaces (10 ft x 10 ft each) . For Other Vendors have a specific request regarding Booth Size or Type Requested, please specify: \_\_\_\_\_
- First come, first served; if you have a booth location preference, please specify: \_\_\_\_\_
- Please indicate **Yes/No**:  
\_\_\_\_\_ Do you have a valid annual **City of Reno business license**? Number: \_\_\_\_\_  
If **No**, please include below a \$16 fee for a temporary license per day.  
\_\_\_\_\_ If doing sales, Nevada Sales Tax Identification Number: \_\_\_\_\_

- 6) \$ \_\_\_\_\_ Place here your **FESTIVALS' VENDOR SUBTOTAL** from # (4)  
\$ \_\_\_\_\_ Add \$16, per **Festival/day**, if you need a **Temporary Reno Business License**  
\$ \_\_\_\_\_ Add \$50, per **Festival/day**, if you need Electricity  
\$ \_\_\_\_\_ Add \$10 per **Festival/day**, **Cleaning fee for ALL Vendors, not refundable**
- 7) \$ \_\_\_\_\_ This is your **FESTIVALS' VENDOR TOTAL** -Place this amount on # (11), Page 3

- 8) **FESTIVALS HOURS OF OPERATION**  
**Mariachi and Folklore of the Nations Festival:**  
Saturday, June 11th, 2022; 11:00 AM to 6:00 PM.  
Idlewild Park, Reno, NV.  
**Fiesta on Wells:**  
Sunday, September 18th, 2022; 11:00 AM to 5:00 PM. South Wells Avenue.  
**Third Annual Day of the Dead Festival:**  
Sunday, October 30th, 2022; 11 AM to 4 PM. At East Pueblo Street, (corner with S. Wells Ave.)

## 9) SET-UP/TEAR DOWN

- Early Booth set up 8:00 AM to 10:20 AM (Streets will be already closed by City of Reno crew, only Vendors can access). Vendors must be prepared to open at 10:45 AM.
- All vehicles must be removed from event venue by 10:45 AM.  
No parking inside of venue or gates.
- Vendors must start tearing down at 6 PM (Mariachi Fest); 5 PM (Fiesta), and 4 PM (Day of the Dead). It is not allowed to breakdown or leave the booth space unattended until event has ended. If required to leave before, please notify organizers 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.

- 10) **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.

If you are not buying Booklets' Ads go to the botton of this page to finish buying your Booths.

Keep-up Advertising your Business or Organization in our Printed Booklets for the theater play and in the **First Spanish-English Poetry Encounters**

Page 3 of 4



(E) Choose Size of Adversiting/price in all the Booklets where you will ADVERTISE:

**Elija Tamaño/Precio en todos los PROGRAMAS donde se ANUNCIARA:**

(F)

**"LGBTQIA+LatinX"**  
Bilingual Theater  
**LGTBQIA+ LatinX**  
Reno Little Theater  
147 E. Pueblo St. Reno

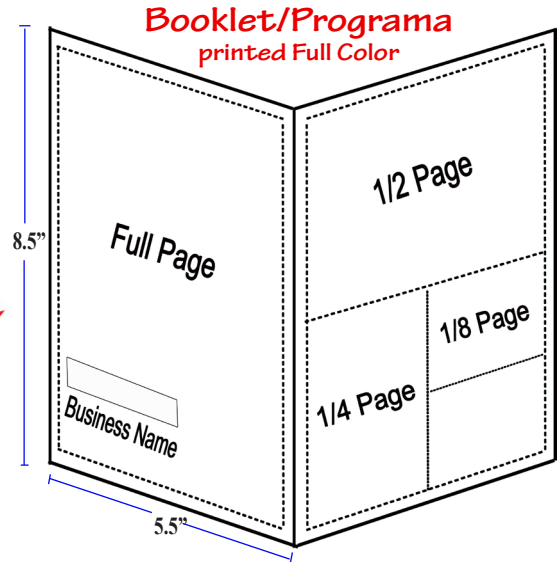
May 6, 7 and 8  800 copies	8" x 5" Full Page	\$600	<input type="checkbox"/>
	4" x 5" 1/2 Page	\$400	<input type="checkbox"/>
	2" x 5" 1/4 Page	\$250	<input type="checkbox"/>
	2" x 2.5" 1/8 Page	\$150	<input type="checkbox"/>
	Name Line	\$50	<input type="checkbox"/>

(G)

**POETRY ENCOUNTERS**  
**ENGLISH AND SPANISH**  
**Spanish-English**  
**Poetry Encounters**

July two days  800 copies	8" x 5" Full Page	\$600	<input type="checkbox"/>
	4" x 5" 1/2 Page	\$400	<input type="checkbox"/>
	2" x 5" 1/4 Page	\$250	<input type="checkbox"/>
	2" x 2.5" 1/8 Page	\$150	<input type="checkbox"/>
	Name Line	\$50	<input type="checkbox"/>

+



(H) Ad all

Advertising from this Page Here \$ \_\_\_\_\_

Advertising Subtotal from (D) Here \$ \_\_\_\_\_ +

SUBTOTAL for ADVERTISING = \$ \_\_\_\_\_

(I) Discounts for Advertising in Booklets.

Receive Discount according to your **ADVERTISING** Amount, and only if you sign and send this application before May 15<sup>th</sup>. This offer apply for all **ADVERTISING** in **PROGRAMS**, including in Festivals.

**Descuentos por Anunciarse en los Programas**

Reciba **DESCUENTO** de acuerdo al Monto de **PUBLICIDAD**, y solo si usted firma y envia esta aplicacion antes del 15 de Mayo. Esta oferta aplica para todos los **ANUNCIOS** en **PROGRAMAS**, incluyendo en Festivales:

•If Total Advertising Amount is **\$1200 or more**, you Get **20% DISCOUNT**:

Total Amount = \$ \_\_\_\_\_ - 20% \$ \_\_\_\_\_ = \$ \_\_\_\_\_

•If Total Advertising Amount is **from \$700 to \$1199**, you Get **15% DISCOUNT**:

Total Amount = \$ \_\_\_\_\_ - 15% \$ \_\_\_\_\_ = \$ \_\_\_\_\_

•If Total Advertising Amount is **from \$300 to \$699**, you Get **10% DISCOUNT**:

Total Amount = \$ \_\_\_\_\_ - 10% \$ \_\_\_\_\_ = \$ \_\_\_\_\_

(J) Place Here

**ADVERTISING**  
**FINAL COST**

\$ \_\_\_\_\_

+

\$ \_\_\_\_\_

\$ \_\_\_\_\_

11)

PLACE here **FESTIVAL VENDOR TOTAL** from # (7)

**FINAL TOTAL**

- **Vendors** must return this Application completed and signed on or before **May 15th, 2022**; to received a discounted price, as shown above.
- **Advertisers** must return this Application completed and signed on or before **May 15th, 2022**; and receive a discount, as shown above.
- **Clients** that are both **Vendors** and **Advertisers** must return this Application completed and signed on or before **May 15th, 2022** and receive a discount as shown above.
- **Vendors** and/or **Advertisers** can do **ONE, TWO** or **THREE** payments **without interest or extra fee**. (Late payment 10% fee still apply in partial payments.)
- **ONE payment=** Send payment before offer's date, if you are buying both Booth space and Advertising, your offer's date is **May 15th**
- **TWO payments= First payment** should be at least 50% of the total price, and sent on the date you submit this contract: \_\_\_\_/\_\_\_\_/\_\_\_\_. the **Second payment** should be sent No more than 30 days after First payment: \_\_\_\_/\_\_\_\_/\_\_\_\_.
- **THREE payments= First payment** should be at least 33% of the total price, and sent on the date you submit this contract: \_\_\_\_/\_\_\_\_/\_\_\_\_. the **Second payment** should be sent No more than 30 days after First payment: \_\_\_\_/\_\_\_\_/\_\_\_\_. And **Third payment**, should be sent No more than 60 days after Second payment: \_\_\_\_/\_\_\_\_/\_\_\_\_.

## 19) Please initial:

- \_\_\_\_ For late payments, add a 10% fee of your total price. Returned check fee is \$35.
- \_\_\_\_ There is a 50% refund if event is cancelled due to a major cause (e.g. Covid-19).
- \_\_\_\_ There is a **50% refund** if Vendor cancels 30 days **BEFORE** event's date. There is a **25% refund** if Vendor cancels 30 days **WITHIN** event's date, not refunds after that.
- \_\_\_\_ 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.  
Submit permits 30 days before event's date.
- \_\_\_\_ There is an extra fee of \$50 per booth for electricity, if requested.
- \_\_\_\_ Any written communication by Text, Whatsapp or email with the phrase "I APPROVE THIS CONTRACT" and events' name or any type of payment, is considerate an electronic signature.

## 20- METHODS OF PAYMENT:

**This is your Contract:** Please complete and sign this Application. Scan and email to [marioreno@live.com](mailto:marioreno@live.com); or take a cell phone's photo and send it to (775) 378.7025, Mario DelaRosa.

- 1) Send a company or personal check covering the booth fees and/or advertising fees.  
Please make sure you included non-refundable cleaning fee \$10 per day. If needed Reno business license \$16 per day; and/or electricity \$50 per day.
- 2) Make **check** payable to LATINO ARTE AND CULTURE, send to P.O. BOX 60557 Reno NV 89506.
- 3) Call us with your **Credit Card** information or fill out your data here; there is a 3.5% fee payment processing. Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_  
3 digit Code in the Back \_\_\_\_\_ ZIP \_\_\_\_\_
- 4) Or pay using **Zelle**, (No fees) send payment to 775.378.7025, Latino Arte and Culture.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_