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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 Spanish Book Fair

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:
Elija su Tipo de PUESTO y Precio:

*ONLY for BOOTHS
SOLO para PUESTOS*



Booth Space Size = 10 ft x 10 ft

<input type="checkbox"/> Business Information	\$50	<input type="checkbox"/>
<input type="checkbox"/> Business Sales	\$80	<input type="checkbox"/>
<input type="checkbox"/> Political Party/Candidate	\$200	<input type="checkbox"/>
<input type="checkbox"/> Food/Beverage	\$100	<input type="checkbox"/>
<input type="checkbox"/> NonProfit Organization	\$50	<input type="checkbox"/>

2) For 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 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 \$20 fee for a temporary license per day.
 _____ If doing sales, Nevada Sales Tax Identification Number: _____

3) \$ _____ Place here your **BOOTH SPACE FEE**

\$ _____ Add \$20, per **Festival/day**, if you need a **Temporary Reno Business License**

\$ _____ Add \$50, per **Festival/day**, if you need Electricity

\$ _____ Add 3.5% Credit Card processing fee, only for Credit Card payments.

\$ _____ This is your **TOTAL**

8) 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.

9- METHODS OF PAYMENT:

This is your Contract: Please complete and sign this Application. Scan and email to marioreno@live.com; or take photos and send it to (775) 378.7025.

- 1) Send a company or personal check covering the booth fees. If you need a City of Reno one day business license \$20; 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.

5) FESTIVALS HOURS OF OPERATION**Spanish Book Fair & Poetry Encounter**

Saturday, September 3th, 2022; 12 Noon to 4:00 PM. McKinley Arts and Culture Center, grass area. 925 Riverside Dr, Reno, NV 89503.

6) SET-UP/TEAR DOWN

- **Early Booth set up 10:00 AM to 11:45 AM. Vendors must be prepared to open at 12:45 AM.**
All vehicles must be removed from event venue by 11:45 AM. No parking inside of venue or gates.
- **Vendors must start tearing down at 4 PM and finish before 5 PM.**
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.

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.