



# Fall Festival Vendor Pricing & Check List







When: 9/21/17 - 9/24/17

Vendor Setup: 9/20/17 12pm-5pm

Where: Petrack Park

9/21/17 8am-4pm

**\*\*\* All forms listed must be submitted with application before payment will be accepted. \*\*\***

- Vendor Pricing and Check List Sheet
- Completed Signed Vendor Information Sheet
- Signed Rules & Regulations
- Signed Hold Harmless & Liability Form
- Electrical Service Information Sheet
- Seller Permit (If selling any items)
- Proof of Event Insurance  
(Must have the Pahrump Chamber and Town of Pahrump listed, \$1 million coverage)
- Health Permit Submitted Online (Food Vendors only) <http://dpbh.nv.gov>
- Payment (Check, Cash, Money Order or    )
- Cleaning Deposit (\$100 check only and made out to PVCC)
- \* Need event insurance? This company starts at \$49 for 4 days.  
<https://www.actinsurance.com/policy/buy/ai/Nzgz>
- \* **DEADLINE TO SUBMIT APPLICATIONS IS 9/15/17**

Per Booth	Food	Non-Food	Handmade/Non-profit
June Pricing	\$350	\$150 (early bird)	\$150
July Pricing	\$400	\$250	\$150
August Pricing	\$450	\$350	\$150
September Pricing	\$500	\$400	\$150
	+	+	+
Power (required)	\$100	\$100	\$100
	x	x	x
# of Booths	_____		
Sub-Total	_____		
	+	+	+
Sellers Permit	\$5	\$5	\$5
<b>Booth Total</b>	_____		
Cleaning Deposit (Check Only)	\$100	\$100	\$100

Booth #: \_\_\_\_\_



# 2017 Vendor Information



When: 9/21/17 - 9/24/17 Vendor Setup: 9/20/17 12pm-5pm  
Where: Petrack Park 9/21/17 8am-4pm

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\* BE ADVISED The sale of COTTON CANDY, CARAMEL APPLES and GLOW ROPE PRODUCTS is strictly prohibited in the vendor area.\*\***

Description (List all products/ services): \_\_\_\_\_

## VENDOR Parking Passes

(Each vendor is provided two vendor parking passes to be used for the entire Fall Festival)

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Lic. Plate # \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Lic. Plate # \_\_\_\_\_

***Full amount is due with application to reserve booth.  
Please make checks payable to the Pahrump Valley Chamber of Commerce.  
No applications will be accepted without payment in full.***

By signing this agreement, you are agreeing to the “2017 Fall Festival Vendor Rules & Regulations” accompanied with this application. You have read the terms, conditions, rules, regulations and agree to abide by them and any decisions made by the PVCC Board of Directors.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

### Chamber Use Only:

Date Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_

Paid By: \_\_\_\_\_ Deposit Check Number: \_\_\_\_\_



# 2017 Vendor Rules & Regulations



Pahrump Valley Chamber of Commerce  
1301 S. Hwy 160 2nd Floor Pahrump NV 89048  
Office 775-727-5800 Fax 775-727-3909

When: 9/21/17 - 9/24/17

Vendor Setup: 9/20/17 12pm-5pm

Where: Petrack Park

9/21/17 8am-4pm

1. Vendor Check-In Packets will be available at the Chamber Trailor on September 20th & 21st. Refund requests must be submitted by 4pm September 15th.
2. Every vendor must have a VALID fire extinguisher with tags in their booth. Non-food vendors are required to have a 2A10BC fire extinguisher. Food vendors are required to have a 40BC fire extinguisher.
3. FOOD VENDORS MUST OBTAIN HEALTH PERMIT (Contact Whitnie at NV State Health Dept for more information: 702-486-3999 or <http://dpbh.nv.gov>).
4. DO NOT SUBLET YOUR BOOTH. Vendors found subletting or sharing their booths will be closed.
5. Retail items to be sold must be items that are normally sold by vendor. In addition, the items must be listed with your resale license number and submitted application. Items listed will be carefully reviewed and monitored by PVCC staff. All retail vendors are required to obtain a Town of Pahrump Seller Permit.
6. Any vendors of firearms or animals must notify the Chamber in advance.
7. Vendor Booths must be manned during posted vendor hours.
8. ALL VENDORS MUST FILL OUT A ONE TIME SALES TAX PERMIT, even if you are not selling anything. Form will be inside your vendor packet.
9. PVCC reserves the right to refuse any application and/or rearrange booths to better accommodate all vendors.
10. Vendors must keep their immediate areas clean. Trash cans have been strategically placed for public use. Please do not move or use trash cans. Every vendor is responsible for bagging and hauling their own trash to the dumpster.
11. Any checks returned for insufficient funds will be charged a \$30.00 service fee. All service fees must be paid in full by money order or cashier's check prior to exhibiting. Failure to make payment will result in forfeiture of booth space.
12. The Pahrump Valley Chamber of Commerce is not responsible for exhibitor merchandise, their property or vehicles.
13. No vehicles will be allowed in public walkways or public use area during Fall Festival open hours.
14. PVCC reserves the right to have signage found to be offensive removed. Vendors are not allowed to use signage outside of vendor area. Please keep all vendor items within assigned vendor space. PVCC reserves the right to terminate any exhibitor.
15. No items are to be stored between the booth spaces or in any area where electrical cable is placed

**Vicky Hilling**  
**Office: 775-727-5800 Fax: 775-727-3909**  
**Email: [vicky@pahrumpchamber.com](mailto:vicky@pahrumpchamber.com)**

### Vendor Setup

Wednesday 12pm - 5pm

Thursday 8am - 4pm

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

### Vendor Hours

Thursday 9/21/17, 4pm - 10pm

Friday 9/22/17, 11am - 10pm

Saturday 9/23/17, 11am - 10pm

Sunday 9/24/17, 11am - 3pm



# Hold Harmless & Indemnify



*Applications and payment due by Sept. 1, 2017*

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

## **Hold Harmless**

All vendors must have proof of liability insurance in the amount of one million dollars listing the town of Pahrump and the Pahrump Valley Chamber of Commerce. Please contact the PVCC regarding group vendor insurance availability.

Vendor shall be solely responsible for any and all injuries to persons or damages to property or any other injury, claim damage or loss of whatever nature, arising from or related to the festival. Vendors shall indemnify, save and hold harmless the Town of Pahrump, the Pahrump Valley Chamber of Commerce, its Board, staff, officers, agents and employees from and against all liability loss, damages, claims, costs and expenses (including reasonable attorney's fees) arising out of injury to person (including death) or damage to property or any other injury, claim, damage, loss, cost or expense arising from the festival attended by vendor, including but not limited to, any negligence, act or omission of vendor.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Liability**

The festival will provide minimal security during the event; however, participants are responsible for their own merchandise and equipment, its protection and insurance. The Town of Pahrump, the Pahrump Valley Chamber of Commerce, its Board and its staff will not be responsible for losses of any kind, whether by fire, theft, physical violence, elements of nature or any other cause, however originating.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Electrical Service



\_\_\_\_\_  
Applicant/Organization

\_\_\_\_\_  
Contact Name

List all electrical equipment to be used during this year's Pahrump Fall Festival.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Voice amplification equipment, such as bullhorns and loud speakers are not permitted.
- Due to the limited power availability at the Festival grounds, we can only supply you with only 110 Volts, 15 amp breakers.
- The power source will be within 50' of your booth. You will have to supply enough cord to reach that point.

\_\_\_\_\_  
Signature of Applicant

**Town of Pahrump**  
**Pahrump, NV 89060**

**Seller Permit**

Must be on display for public view at all times.

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

Type of Items: \_\_\_\_\_

Nevada Sales/Use Tax Permit: \_\_\_\_\_

Dates of Sale: \_\_\_\_\_

Location of Sale: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Property Owner: Pahrump Valley Chamber of Commerce - Fall Festival

Address or APN#: Petrack Park

Signature: Karen Pierce

In signing this document the property owner authorizes the above named business/individual to offer products and/or a service from the location listed and is not responsible for permits or licenses required.

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

# Vendors \_\_\_\_\_ X \$5.00 = Total Due \$ \_\_\_\_\_

Fees: \$5.00 per Vendor.

Issued in accordance with Pahrump Town Ordinance # 35, this permit is subject to renewal every 30 days.

Please attach the following:

- A copy of the Nevada Business License and Sales/Use Tax Permit or Exemption
- Certificates of Insurance for Workman's Compensation for employees or Affirmation of Compliance

Not Valid unless Embossed with Town of Pahrump Seal

- If you are a corporation or LLC, we also need a copy of your articles of incorporation or organization and list of officers.
- If you are a sole proprietorship or partnership, we need child support declaration(s) filled out and signed by the owner(s).
- If you are serving food or beverages, you must attach a copy of your health inspection.

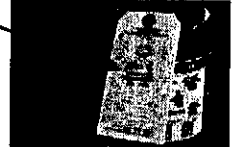
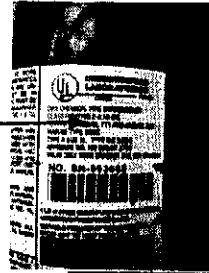
**Child Support Declaration**

I, the above mentioned applicant, (  am;  am not) subject to a court order for child support and (  am;  am not;  on/a) in compliance with the order or a plan approved by the District Attorney or other public agency enforcing the order for the payment of the amount owed pursuant to the order.

Initial \_\_\_\_\_

## Temporary Booth Fire Inspection Requirements

1. All booths are required to have a 2-A 10-B:C (*minimum*) certified fire extinguisher.
  - A. *Certified means:*
    - a. *There is an inspection tag on the extinguisher that was placed by a certified Fire Extinguisher company, and....*
    - b. *The tag displays a date no longer than 1 year prior to the start of the event. i.e. Sept. 25, 2013. If the tag displays a date before September, 25, 2013, it will need serviced and certified prior to, or at the event.*
    - c. *The gauge on the extinguisher must be in the green.*
2. Booths that are cooking food on a grill, hot plate, flat iron grill, fryer (of any type) or deep fat fryer, must have a 40-B:C extinguisher, *in addition* to the 2-A 10-B:C. It must also be certified with an acceptable date. (See 1-b)
  - A. *If the booth has grease (for frying) that is more than 1/4" deep, a K-Class extinguisher must also be on site. As listed above, it must also be certified with an acceptable date. (See 1-b)*
3. All booths must keep a clear path for the entrance and exit of the booth. They may be the same, but it must be clear of debris.
4. Canopies and tents should have a tag affixed to them stating they are fire resistant. (*Exceptions by the fire inspector only*)
5. Propane tanks must be secured to a stable structure, i.e. the canopy legs or a stable table. If additional tanks are kept on the site, they must be separate from the working tank and also secured to a stable structure.
6. All electrical equipment being used should be safely secured from walkways or heating elements.
  - A. *No wires can be frayed.*
  - B. *Cords with electrical, or other tape are considered damaged and may not be used.*
  - C. *Power supplies and Surge Protectors may not be linked into one another. An electrical extension cord may be plugged into a surge protector or power supply.*



*All listed information is referenced from the International Fire Code 2006 edition sections 2401-2404 and 906.*