

SNAPI Vendor Application 2008



Vendor Application Packet for:

The Southern Nevada Association of Pride, Inc (SNAPI)

PRIDE FESTIVAL 2008

Festival Hours are from 12:00 noon to 10 p.m. on Saturday, May 3rd

This one day event will be held at the Clark County Amphitheater, 500 S. Grand Central Pkwy, centrally located in the new downtown Las Vegas. Ample, well lighted parking is available on site. The facility is built in the round with an intimate feel for a large area. Exhibitor spaces are located along the main traffic flow path surrounding the main event stage. Booths will be well marked to assist in finding your designated location.

Check in times are Friday, May 2nd 8:00pm to 10:00pm and 6:30am to 11:00am Sat. May 3rd. Vendors must register at check in area before setting up.

Application Deadline: April 7, 2007

Completed applications and full payment must be received the deadline to avoid a \$50 late fee.

The application packet includes the item below.

- I. Vendor Contract: Terms and Conditions
- II. Food Vendor Terms and Conditions
- III. Application Form
- IV. Agreement Form
- V. Check List

Please read all terms carefully, some items have changed this year. You must agree to all terms and conditions in this application to participate. Please print or save a copy of this application for your records.

Additional inquires may be made to:

vendors@lasvegaspride.org

I. Vendor Contract – General Terms and Conditions

What SNAPI Provides / Offers:

1. **Booth Space:** Each booth space will have a ten-foot by ten-foot white canvas tent, with one back panel. Booth spaces have a concrete floor in the upper ring along the outer edge of festival grounds or grass floor near the main stage.
2. **Tables and Chairs:** All vendors will receive an eight-foot banquet table and two folding chairs. Additional tables and chairs are available for rent at an extra charge (see Application Form).
3. **Power:** Electricity is available for an extra charge of \$75 for each booth space. Electricity will be provided only to those vendors who purchase power in advance when submitting their application. **SNAPI does NOT provide lighting.**
4. **Admission Tickets:** Each vendor will receive two admission tickets (four tickets per food vendor). Tickets will be picked up at the vendor entrance when checking in. Only vendors with tickets will be allowed onto the festival grounds during set-up, festival, and break-down. Additional admission tickets may be purchased at the check-in area the day of the event.
5. **Placement:** SNAPI reserves the sole right to assign booth space to vendors. No guarantees are given to fulfill requests for a specific booth location.

What The Vendor Provides / Agrees To:

6. **Payment:** Full payment must accompany your completed application for consideration. Incomplete applications will be returned. We only accept credit cards, business checks and cashiers checks for payment. Receipt of your completed application and payment will be confirmed via e-mail.
7. **Cleaning Deposit:** A \$100 cleaning deposit is required from all vendors. The Vendor agrees to leave their area in the same condition as they found it. Prior to leaving, the vendor agrees to have the Vendor Chairman or a SNAPI representative inspect the booth space. Inspections for check out begin at 7:00 pm. If the space is found to be satisfactory, the cleaning deposit will be refunded by check in the mail within 20 days. **Leaving the event before 7:00 pm will result in forfeiture of cleaning deposit. Cleaning deposits can not be used to purchase any extra items on the day of the event.**
8. **Deadlines:** Vendor applications are due by April 7, 2008. Completed applications and full payment must be received by SNAPI by 5:00 on April 7th, 2008. Applications received after April 7th will be subject to a \$50 late fee and only be accepted based on space availability.
9. **Refunds:** Requests for booth fee refunds must be made in writing to SNAPI and postmarked on later than April 7, 2007. No refunds will be given for cancellations made after April 7th. Send requests to SNAPI Vendor Chairman, 5015 W. Sahara, Suite 125, Box 220, Las Vegas, NV 89146.

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- 10. Confirmation:** You will receive an e-mail confirmation when your completed application is received by SNAPI along with full payment. A welcome packet with maps and check in instructions will be sent in area map of festival site and detailed map of vendor check-in/check-out location.
- 11. Permits – Licenses – Insurance:** At their expense, vendors are required to obtain and assume all responsibility and liability for any and all permits, licenses, and insurance that may be required by the City of Las Vegas and/or Clark County and/or the State of Nevada.
- 12. Sales Tax:** Vendors selling any item subject to Nevada Sales Tax assume all responsibility and liability for obtaining and paying for a valid Nevada Resale Permit. Vendor is responsible for collection of all sales taxes on items sold and for payment to the State of Nevada of all sales taxes collected.
- 13. Check in:** All vendors must be checked in by 11:00 a.m. on May 3rd and be ready for operation by noon. Vendors arriving after 11:00 a.m. on May 3rd are NOT guaranteed accommodation.
- 14. Check Out:** All Vendors must check out with The Vendor Chairman or a SNAPI representative prior to leaving. Vendors agree not to check out prior to 7:00 pm. All Vendor equipment and personal items must be removed by 11:00 p.m. on May 3rd. Vendors not checking out with a SNAPI representative will forfeit their deposit. **SNAPI is not responsible for items left unattended.**
- 15. Damage:** Vendors are solely responsible for any damages caused during load in/out.
- 16. Parking:** Vendors must park their vehicles in the general lot after unloading. No Vehicles may block designated fire lanes, or be parked in otherwise restricted areas. **Illegally Parked Vehicles will be towed at the owner's expense.**
- 17. Merchandise:** A list of all items to be displayed, offered for sale, or distributed without charge must be stated on the application. Only items indicated on the application may be displayed, sold, or offered (with or without charge) at this event. **Only designated and approved food vendors may offer food for sale.**
- 18. Strolling:** Vendors may conduct business only inside and immediately in front of their rented space. No vendor may conduct business “strolling” throughout the festival grounds.
- 19. No Alcoholic Beverages may be sold or given away by any vendor.** Failure to comply will be cause for removal from the festival grounds without refund of any fees.
- 20. Non-Discrimination:** Vendors agree not to discriminate against any individual on the basis of sexual orientation, gender, race, color, physical limitations, or heritage. SNAPI reserves the right to require any vendor to remove from display and immediately cease selling or distributing any item that could be deemed inappropriate and/or might cause a disturbance. Sexist, racist, homophobic, or offensive materials will not be permitted. **Failure to comply will be cause for removal from the festival grounds without refund of any fees**

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21. **Noise:** As a courtesy to other exhibitors, please keep amplified sound from your booth at a reasonable level. Excessive sound will be limited by the Vendor Chairman.
 22. **Firearms:** All weapons and firearms (loaded or unloaded) whether concealed or exposed are strictly prohibited from the festival grounds.
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II. Food Vendor Contract – Additional Terms and Conditions

1. **ONLY** designated food vendors are allowed to offer food for sale.
2. **Beverage Sales:** Only SNAPI is allowed to sell beverages.
3. **Menu:** Food vendors must submit their menu for approval by SNAPI.
4. **Flooring:** Food Vendors must provide appropriate flooring for their areas. Flooring will be inspected and approved by SNAPI and the Clark County Health District for adherence to health code requirements.
5. **Permits:** Seven days prior to the event food vendors must submit a Temporary Food Establishment Application for Special Event to the Clark County Health District.
 - a. Applications available at www.cchd.org/environmental_health_info.htm
6. Food Vendors must provide SNAPI with a copy of approved **Special Event Permit** before beginning operations at the festival.
7. **Inspections:**
 - a. All food vendors must be ready for inspections by the Clark County Department of Health by **11 a.m. on May 3rd**.
 - b. All Food Vendors will also be subject to random inspections by SNAPI throughout the festival event to ensure compliance with proper health department regulations.
8. **Insurance:** All food vendors must provide their own insurance and sign the Hold Harmless Agreement, which is included in the contract

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III. Application Form

Las Vegas Pride 2008 Vendor Application Form

Deadline for Submission: April 7, 2008

Incomplete applications will not be processed and fees will be returned! Las Vegas Pride reserves the right to refuse any application for any reason. Refused applications will be returned with a full refund of fees paid. Las Vegas Pride will send out a receipt when payment is received. A vendor packet with loading instructions will be sent out 30 days prior to the festival date.

Organization Information:

Name of Business, Organization, Individual or Non-Profit Entity _____

Name of Contact Person on the Contract _____

Mailing Address:

Street _____

City / St. _____ State _____ Zip _____

Phone # _____

Cell Phone # _____ Fax # _____

E-mail _____

Web Site _____

Name of Contact Person Attending Event (if different than above) _____

Vehicle Information: (vehicle used for loading and unloading purposes)

Year _____ Make _____ Model _____

Color _____ License _____ State _____

License and Permits:

NV Sales Tax # _____ Please include copy of documentation

Food Permit # _____

Non Profit Status:

Non - Profit? Yes No

Please provide 501c3 # _____ Please include copy of documentation

Type of Products / Information provided at your booth: (attachments OK)

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Exhibit Space Order Form

Booth Space and Amenities available: Please select what is needed.

Item	Description	Rate/each	Qty	Total
<i>Booths:</i>	General Booth (each 10 x 10 space)	300		
	Food Vendor Booth (each 10 x 10 space)	425		
	Non-Profit Booth - with 501-c3 documentation (each 10 x 10 space)	150		
<i>Security Deposit:</i>	Required (each vendor)			100
<i>Extra Items:</i>	Each additional table	12		
	Each additional chair	7		
	Electricity per booth	75		
<i>Extra Tickets</i>	Each additional vendor ticket (Pick up at vendor entrance by 12:00 noon May 3 rd .	10		
<i>Late Fee</i>	After April 7 th add late fee	50		

Total _____

Method of Payment:

1. Check, Money Order included
2. Credit Card:

Card Type: (Check): Visa M/C AMEX

Name on Card (Exactly) _____

Card # _____

Exp. Date (MM / YY) _____ Security Code (on back of card) _____

Authorization Signature _____

Date _____

Each space includes one tent, one back panel, one banquet table and 2 folding chairs. **Please check boxes of items you do NOT need at the festival:**

Included Items:	Tent	<input type="checkbox"/>
	Backdrop Panel	<input type="checkbox"/>
	Table	<input type="checkbox"/>
	One Chair	<input type="checkbox"/>
	Both Chairs	<input type="checkbox"/>

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IV. Application Agreement

The Applicant understands use granted her/him by SNAPI is a LICENSE TO OCCUPY and is not coupled with an interest in the property and SNAPI retains the right to terminate this license to occupy at any time during the term of the Applicant's use.

If, in the sole determination of SNAPI, (1) the Applicant is found to have falsified any of the statements contained in this Application; (2) the Applicant is found to have changed or added to the use described in this Application; (3) the Applicant creates a nuisance to SNAPI, its Licensees and/or its Guests; and/or (4) the Applicant's use of the premises in any other way interferes with orderly, safe and successful conduct of the Festival.

The Applicant also agrees (1) to furnish all equipment (except booths, tables and chairs rented through SNAPI), inventory, supplies and personnel necessary to the operation of her/his booth; (2) to leave the area fully clean and clear of refuse upon check-out; (3) to sell only the items listed in the Application and to make no change without written consent of SNAPI; (4) to confine all sales activities to the booth space assigned to her/him by SNAPI; and/or (5) to indemnify and hold harmless SNAPI against any and all liabilities arising from the conduct of the operations covered by this contract.

Signature of the contract affirms that the Applicant and/or organizations/business/individual represented by the Applicant does not discriminate in hiring, employment, participation or services based on race, ancestry, religion, creed, sex, marital status, physical handicap, medical conditions, national origin or sexual orientation. SNAPI reserves the right to publish this signed affirmation, in whole or part, in support and pursuit of its purpose and objectives.

By signing below, I show that I have read and clearly understand the information contained in this contract and the responsibilities accorded to me as a participating vendor at Pride Festival 2007. I understand that I may cancel my application, in writing; and, if cancellation notice is postmarked before April 7, 2007, expect a full refund of all fees paid within thirty (30) days of my cancellation. I further understand that any cancellation of this application by representative or myself after April 7, 2007, will result in forfeiture of vendor fees. In addition to what has been stated, I understand that this agreement, either expressed or implied, may not be changed, modified, released, discharged, abandoned, or otherwise terminated, in whole or part by me or any SNAPI representative except by an instrument in writing, signed by three (3) Executive Board Members of SNAPI and myself.

Name _____ (Please print clearly)

Signature _____ Date _____

SNAPI thanks you for participating in Pride Festival 2008. If you have any questions or comments, please contact the Vendor Chairman at vendors@lasvegaspride.org

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V. Check List

Incomplete applications will be returned.

Please check the following are included in your application:

_____ Completed Vendor Information form (page 5)

_____ Completed Booth Information form (page 6).

 If paying by check or money order include payment

 If paying by credit card, complete and sign card information section.

_____ Confirm total fees are computed accurately

_____ Sign and date Application Agreement section (Page 7)

_____ Attach any supplemental documentation requested

 Food Vendors: copy of menu, Health Dept Permits

 501-c3 Organizations – copy of non profit status

_____ Retain copy of entire application for your records

Options for Submitting:

Check Payment: Mail pages 6-8 of the application form along with payment to:

SNAPI Vendors Committee
5015 W. Sahara Ave Suite 125, Box 220
Las Vegas, NV 89146

Credit Card Payment:

Scan and email pages 6-8 to: **vendors@lasvegaspride.org**

Or fax pages 6-8 to: **365-6412**

**Thank you for supporting Southern Nevada Association of Pride,
Inc (SNAPI)**