



CORPORATE VENDOR APPLICATION & AGREEMENT

Paws in the Park

DESERT BREEZE PARK, November 12th, 2022

Saturday: 10AM - 4PM

Applications not accepted after October 12th, 2022

Submit to: PRSpecialEvents@ClarkCountyNV.gov

Thank you for your interest in Clark County Parks & Recreation’s Paws in the Park. Please complete this application in its entirety to be **considered** as a vendor whether you are an existing or new vendor. If the application is not completed in its entirety with required information, your application will be an automatic denial. Therefore, please make sure your submission is fully completed. Submission of this application does NOT guarantee acceptance for the event. If you are a **new vendor**, pictures of your products & booth set up is required with the application or your application will automatically be denied. NO EXCEPTIONS.

Check One: New Vendor Returning Vendor



Business Name: _____ Business Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Email Address: _____ Health Permit # _____

TAX ID# _____ AND Business License # _____

Social Media Profile Addresses:

Instagram: _____ Facebook: _____

CCPR may use photos from your pages to promote the event with proper credit to your business.

All applications (new and returning) will be screened for compatibility with this event and the event needs. Application must be filled out completely for consideration. ALL applicants need to include a photograph of their set-up and products.

If accepted, set-up information and additional requirements will be e-mailed to you.

If accepted, **ALL paperwork, additional documents, and full payment** must be returned to the Clark County Parks and Recreation Special Events office **no later than the date listed above.**

**Submission of this application does NOT guarantee acceptance for the event.
Do NOT submit payment until after acceptance.**



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CORPORATE BOOTH SPACE

- 10' x 10' - \$ 300 *non-profit**
- 10' x 10' - \$1000 *includes 2 working passes*
- 10' x 20' - \$1200 *includes 4 working passes*
- 10' x 30' - \$1500 *includes 6 working passes*

****Extra working passes are \$10 each and limited to 2****

NOT AVAILABLE DAY OF EVENT. AMOUNT NEEDED _____

THERE IS NO STAKING ON PARK GROUNDS

sandbags, cedar blocks or weights can only be used

Please note: This is not a request, yet a requirement for all approved vendors. This policy will be enforced. All vendors booths will be inspected throughout the duration of the event; for any vendors who have stakes, will be asked to automatically shut down for the remaining of the event and cannot leave until the last day of the event with the rest of the vendors. No refunds will be issued, and vendor will not be eligible to participate at any future events with Clark County. **NO EXCEPTIONS.** _____ initial

THIRD-PARTY TENT RENTAL

Are you renting a tent for the event? Yes No

Disclaimer: Vendor must be present when the tents are delivered to site. _____ initial

If you answer yes, please complete the following information. All third-party rentals will have to supply a Certificate of Insurance and schedule a time for delivery/pick up with County staff.

Business Name: _____ Business Name: _____

Phone Number: _____ E-mail Address: _____



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LIST GIVEAWAYS

VENDORS, PLEASE LIST ALL GIVEAWAYS

All exhibitors must fill out this section, if you need to add additional information to application, please do so.

Disclaimer: If you receive an approval notification with a checklist, it is your responsibility to provide all required documentation by the deadline specify. You will NOT receive any reminders, therefore, if our office does not receive what is required based on your checklist, you will automatically be disqualified as a participating vendor. **NO EXCEPTIONS.**

_____ If approved, I understand it is my responsibility to provide the required information at the specified deadline or I will be disqualified as a participant vendor.

Power will NOT be provided!
All vendors are responsible for their own power needs.



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PAYMENT AND CERTIFICATE OF INSURANCE (COI) DEADLINE

DO NOT submit payment and/or certificate of insurance (COI) until after you have been accepted.

If accepted, payment must be by credit card ONLY.

Instructions will be given with your approval letter & checklist.

- PAYMENT TYPE – CREDIT CARD ONLY
- CERTIFICATE OF INSURANCE (COI) – **EVERYONE** who is accepted, must be insured and name Clark County as an additional insured to come on property.

Any questions or concerns focused on this event or application can be communicated via e-mail:

Tamar.Burch@ClarkCountyNV.gov

Faith.Nordstrom@ClarkCountyNV.gov

PRSpecialEvents@ClarkCountyNV.gov

TERMS AND CONDITIONS FOR ALL VENDORS

- 1. INSURANCE: YOU MUST BE COVERED!** Vendor will provide public liability and property damage insurance in an amount not less than One Million Dollars (\$1,000,000) per occurrence, Two Million dollars (\$2,000,000) aggregate. The Department of Parks and Recreation must receive the certificate of insurance no later than the date listed on this application. See Included Sample.
 - a. Vendors who rent tents from a 3rd party must provide a certificate of insurance naming the 3rd party company as additional insured on vendor's policy, or vendor must provide a certificate of insurance from the 3rd party naming Clark County as additional insured.
- 2. INDEMNIFICATION:** Contractor agrees, by signing below, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of contractor or its principals, employees, subcontractors or other agents while performing services under this contract.
- 3. FIRE INSPECTION:** Vendors will be required to have on site, a fire extinguisher with a minimum rating of 2A10B:C and a licensed Nevada fire protection company must have serviced it within the last year. These extinguishers must bear a tag with the servicing information. If you will be using any type of frying appliance, including commercial grade deep fryers, woks, pots, etc. they will need a fire extinguisher that is a K class, in addition to the C class. A licensed Nevada state fire protection company must also have serviced this extinguisher within the last year, and a **No Smoking sign must be posted.** Please see attached addendum for additional fire code requirements.

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4. All tents larger than 400 square feet are required to have a fire permit and certificate of fireproofing certification.
5. **HEALTH PERMIT (IF APPLICABLE):** Food Vendors or Tasting Booths (including bottled water, soda, etc.) must obtain a temporary food permit from the Southern Nevada Health District. Events operated on County Property MUST obtain a temporary permit from the Clark County Health District. These temporary food permits must be available on site. The Clark County Health District will charge a late fee for permits not obtained 7 days in advance. You will not be allowed to open if you do not have a health permit. Health District regulations must be followed during the event. Any questions regarding temporary permits should be deferred to the Health Department at 702-759-1110
6. Refrigeration units may be no larger than purchased booth size. Only cold food storage will be allowed behind food vendors. Clark County Parks and Recreation will not permit storage of any vendor food in county operated areas. NO EXCEPTIONS.
7. **POTABLE WATER:** Potable water is available on a limited basis. Use of potable water will require written advance notice. If granted permission, vendors will be responsible for their own hook ups and transport of water (including a hose).
8. **SALES TAX:** Nevada State Law states that all vendors must pay sales tax on goods sold in Nevada. Vendors are responsible for keeping track of their sales and paying current applicable Nevada State Sales Tax at the end of the event. If you are forced to close by any government agency for failure to obtain your necessary permits and/or licenses, Clark County is not liable and will not refund fees. NO EXCEPTIONS. Any questions should be directed to Nevada's Department of Taxation at 702-486-2300. Anyone failing to pay taxes will be prohibited from vending in future events.
9. Vendor is required to be open for the duration of the entire event. **CLOSING BEFORE END OF THE EVENT OR STAYING OPEN AFTER THE END OF THE EVENT IS GROUNDS FOR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS.**
10. Vendor must post prices in a legible manner and in a visible space on their booth. Vendors will only be allowed to sell items that have been approved in writing by the Fair committee.
11. Clark County will not allow the sale of merchandise at the event that offends community standards or depicts illegal drug use or paraphernalia.
12. Vendors must provide their own tents, tables, chairs, shade cover/tent, lights, etc.

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13. **SUBLEASING:** Vendor may not sublease their space unless pre-arranged with Clark County Special Events. Sublease in this use includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor's space.
14. **INDEMNIFICATION:** Contractor agrees, by accepting this agreement, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of contractor or its principals, employees, subcontractors or other agents while performing services under this contract.
15. Consumption of alcoholic beverages or controlled substances by vendors at their booth is prohibited. Under no circumstances are controlled substances allowed on the event site. Anyone with controlled substances in their possession on the event site is subject to immediate expulsion and /or arrest.
16. All business, or other activity, for which the vendors have rented space, **must be conducted within the designated booth space only!** No distribution, canvassing, flyers, or vending of any kind may be done while strolling through the Fair grounds.
17. No political signs are permitted.
18. Minors under 21 years of age are prohibited from consuming, handling or purchasing alcoholic beverages.
19. Vendors must provide their own tents, tables, chairs, shade cover/tent, lights, etc. Tents must look like they are from circa 1200AD to 1600AD. **NO STAKING ALLOWED! PLEASE MAKE SURE YOU BRING NECESSARY ITEMS TO SECURE YOUR BOOTH AT ALL TIMES, AS WE EXPERIENCE HEAVY WINDS FROM TIME TO TIME. This will be heavily enforced this year- no exceptions! Failure to comply will result in exclusion from participating in future events.**
20. **SECURITY:** Limited security will be provided (as a courtesy) for the vendor booths and the encampment areas from 6 p.m. on November 11th, 2022. County and Security Company will not be held liable or be responsible for any loss, theft or damage.
21. No carts or motorized vehicles allowed on site during event hours **without prior approval from Clark County.**
22. No Alcohol or Weapons will be sold. If you are caught you will be subject to immediate expulsion from the Fair, with the potential to lead to future Clark County Events.

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23. All weapons must be sheathed, and peace always tied. Any person found brandishing a weapon, other than at a scheduled performance, or historical re-enactment scheduled by a guild will be subject to immediate expulsion from the Fair.
24. All approved vendors will be given event instructions via email.
25. Vendors must be completely off park grounds after the event. Failure to comply will result in potential expulsion from future Clark County events.

PLEASE read and initial all acknowledgements below

____ Vendor shall submit the required paperwork by the date listed on this application or their vending space may be forfeited.

____ REFUND POLICY – NO REFUNDS. NO EXCEPTIONS.

____ Vendor is required to be open for business starting 10:00a.m. and remain open for the duration of the entire event and vendor may not stay open after the end of the event. Vendors must be completely off park grounds immediately following the event. Failure to comply will result in potential expulsion from future Clark County events.

____ Vendor must post prices in a legible manner and in a visible space on their booth. Vendors will only be allowed to sell items that have been approved on application.

____ Vendor is solely responsible for all personal property at all times.

____ Clark County will not allow the sale of merchandise at the event that offends community standards or depicts illegal drug use or paraphernalia.

____ Vendor may NOT sublease their space, unless pre-arranged with Clark County Special Events. Sublease in this use includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor's space.

____ Booth footprint MUST be within the confines of the area that was designated by Clark County Special Events. Please stay within the marked location provided. If none is given, please confirm with Vendor Coordinator before officially setting up.

____ All business or other activity, for which the vendors have rented space, must be conducted within the designated booth space only. No distribution, canvassing, flyers, or vending of any kind may be done while strolling through the event grounds.

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_____ STAKING ON PARK GROUNDS IS **STRICTLY PROHIBITED**. UNDER NO CIRCUMSTANCES are stakes allowed on Clark County fairgrounds except for GUILD vendors. All vendors tents will be inspected prior to the event. If stakes are used, you will be asked to shut down for the remainder of the event and cannot leave until the event is completely over. Cedar blocks, weights or sandbags can only be used. NO REFUNDS will be issued.

_____ All vendor spaces will be inspected after the event. Any spaces found not cleaned, will be subject to a Cleaning Fee of \$150 which will billed directly to the vendor. Unpaid cleaning fees will result in expulsion from all future Clark County events.

_____ No animals allowed. Only certified service animals accepted.

_____ Vendor vehicles are required to be removed from the event area after scheduled load-in. Vehicles cannot stay on fair grounds no longer than 2 hours for "unloading". NO EXCEPTIONS.

UNIFORM FIRE CODE

<https://up.codes/viewer/clark-nevada/s-nv-fire-code-2018/chapter/31/tents-temporary-special-event-structures-and-other-membrane-structures#31>

_____ Vendor acknowledges they have read, understand, and will abide by all UNIFORM FIRE CODES to participate in any special events with Clark County.

USEFUL INFORMATION

PERMITS

1. Southern Nevada Health Department at (702) 759-1000.(Food or open container)
<http://www.southernnevadahealthdistrict.org/permits.php>
2. Clark County Fire – (tents over 400 sq. feet, or generators w/ 50 gallons of fuel or more)
http://www.clarkcountynv.gov/Depts/development_services/Forms/Temporary_Operational_Fire_Permit.pdf

LICENSING

Business Licensing – (STATE & COUNTY)
<https://www.nvsilverflume.gov/startBusiness>
http://www.clarkcountynv.gov/depts/Business_license/general_business/Pages/Forms.aspx
Department of Taxation – (Sales Tax)
http://tax.nv.gov/uploadedFiles/taxnv.gov/Content/Forms/Sales_and_Use_Tax_Return_07-01-09.pdf

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SOUTHERN NEAVADA HEALTH DISTTRICT (SNHD): For any TFE application, it must be submitted to SNHD at least 7 days prior to avoid late fees.

For out of state vendors and vendors that do not have an annual health permit for a food establishment issued by SNHD:

- They must prepare food items in a permitted kitchen, if preparing food items offsite. Vendor will need to supply the address of the facility, contact information for the person allowing them to use the permitted kitchen and the health permit number.
- If food will only be prepared onsite at the event, same day receipts are required for food purchased. If vendor would like to purchase food items prior to the day of the event, food items will need to be stored at a permitted food facility. Storing food items at **personal residence is prohibited.**
- It is a good practice for all vendors to bring all receipts to the event as verification of source if we need to verify that a food item was purchased from an approved source.

Vendors must ensure:

- That if they bring cold holding equipment (i.e. refrigerators, deep freezers, etc.) it must be capable of maintaining the food at 41F or below and hot holding equipment is able to hold hot foods at 135F or above.
- Enough ice is available to maintain cold foods cold.
- They have an adequate number of cold holding or hot holding equipment to maintain foods at proper temperatures.

This information for out of state vendors traveling with food from other states, usually do not have a permitted area to store the food if they are arriving earlier than the day of the event.

Here is the link to access the checklist in other languages:

<https://www.southernnevadahealthdistrict.org/permits-and-regulations/temporary-permits/special-events/temporary-food-establishment/>

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SAMPLE CERTIFICATE OF INSURANCE
A larger sample will be provided to all approved vendors with their approval letter and checklist

CLARK COUNTY CERTIFICATE OF INSURANCE					ISSUED DAY (MM/DD/YY)
PRODUCER 1. INSURANCE BROKER'S NAME ADDRESS CONTACT NAME PHONE & FAX NUMBERS		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			3. BEST'S RATING
INSURED 2. INSURED'S NAME ADDRESS PHONE & FAX NUMBERS		COMPANIES AFFORDING COVERAGE COMPANY A LETTER COMPANY B LETTER COMPANY C LETTER COMPANY D LETTER COMPANY E LETTER			
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
CO. LINE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
4.	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> LIABILITY HOLES <input type="checkbox"/> DIVERS <input type="checkbox"/> OWNER'S & CONTRACTORS PROFIT <input type="checkbox"/> UNDERGROUND EXPLOSION & COLLAPSE <input type="checkbox"/> INDEPENDENT CONTRACTOR	(A)	(B)	(C)	GENERAL AGGREGATE (A2) PRODUCTS-COMP/OP AGG. (B2) PERSONAL & ADV. INJURY (B7) EACH OCCURRENCE (C2) FIRE DAMAGE (Any one loss) (D1) MED. EXPENSE (Any one person) (E1)
5.	AUTOMOBILE LIABILITY <input type="checkbox"/> OWNED <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY	(A)	(B)	(C)	COMBINED SINGLE LIMIT (B1) BODILY INJURY (Per person) (E) BODILY INJURY (Per accident) (E) PROPERTY DAMAGE (E) EACH OCCURRENCE (E) AGGREGATE (E)
6.	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				STATUTORY LIMITS EACH ACCIDENT (E) DISABERS/EACH EMPLOYEE (E) AGGREGATE (E)
7.	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				
8.	OTHER				
7. DESCRIPTION OF PROJECT PROJECT NUMBER: PROJECT DESCRIPTION: CLARK COUNTY, ITS OFFICERS, EMPLOYEES AND VOLUNTEERS, ENTER OTHER ARE INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE NAMED INSURED IN CONNECTION WITH THIS PROJECT.		8. CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.			
9. CERTIFICATE HOLDER CLARK COUNTY, NEVADA CIO PURCHASING AND CONTRACTS DIVISION 600 S. GRAND CENTRAL PKY 4 TH FL. BOX 55217 LAS VEGAS, NV 89155-1217 The Certificate Holder is named as an additional insured.		9. NEVADA RESIDENT AGENT SIGNATURE (NRS 698A.300)			

SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE A SPACE.
BY SIGNING BELOW, I ACKNOWLEDGE I HAVE READ THIS ENTIRE APPLICATION AND SHALL COMPLY WITH ALL TERMS AND CONDITIONS.

Business Name: _____

Name: _____ Date: _____

Signature: _____

*Thank you for your submission.
 You will be notified via-email of the events committee decision once reviewed.*

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