



CRAFT VENDOR APPLICATION & AGREEMENT
Age of Chivalry Renaissance Fair
Sunset Park, October 7th, 8th & 9th 2022
Friday & Saturday: 10AM-10PM Sunday: 10AM-5PM
Applications not accepted after Wednesday, September 7th, 2022
Submit to: PRSpecialEvents@ClarkCountyNV.gov

Thank you for your interest in Clark County Parks & Recreation’s Age of Chivalry Renaissance Fair. We are pleased to announce this fair is our 27th year in the Las Vegas area. 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: _____

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.

Clark County Parks and Recreation reserves the right to refuse any application.
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VENDOR VILLAGE PRICING

EARLY BIRD: If Paid ON OR BEFORE Friday, August 26, 2022

<input type="checkbox"/> 10' X 10' - \$750 4 working passes	<input type="checkbox"/> 12' x 12' - \$870 5 working passes
<input type="checkbox"/> 10' X 20' - \$1100 8 working passes	<input type="checkbox"/> 20' x 20' - \$1800 10 working passes
<input type="checkbox"/> 10' X 30' - \$1300 10 working passes	<input type="checkbox"/> 30' x 30' - \$2600 10 working passes

JOHNNY COME LATELY: If Paid AFTER Friday, August 26, 2022

<input type="checkbox"/> 10' X 10' - \$900 4 working passes	<input type="checkbox"/> 12' x 12' - \$1020 5 working passes
<input type="checkbox"/> 10' X 20' - \$1250 8 working passes	<input type="checkbox"/> 20' x 20' - \$1950 10 working passes
<input type="checkbox"/> 10' X 30' - \$1450 10 working passes	<input type="checkbox"/> 30' x 30' - \$2750 10 working passes

LATE BOOTH PRICES AVAILABLE UNTIL Wednesday, September 7th, 2022
Choose your Space option will not be available.

****Extra working passes are \$15 each and limited to 5****

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

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LIST OF PRODUCTS

Please list below what you will be selling at your booth.
 ALL Vendors with Clark County Parks and Recreation Special Events will need to include photograph of your booth set up as well as photos of your products.

PLEASE LIST ALL PRODUCTS TO BE SOLD WITH PRICING.

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

	\$
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Disclaimer: If you receive an approval notification with a checklist, it is your responsibility to provide all required documentation by the deadline specified. 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.

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ELECTRICAL PRICING

All exhibitors must fill out this section

PRICES BELOW WILL BE VALID IF PAID BY FRIDAY, August 26th, 2022.
 After the deadline an additional **\$100.00 late fee** will be added to the original fees below.

<u>110V Single Phase</u>	<u>220V Single Phase*</u>	<u>220V Three Phase*</u>
<input type="checkbox"/> 20 AMPS - \$0	<input type="checkbox"/> 20 AMPS - \$150	<input type="checkbox"/> 220V3P - \$225
<input type="checkbox"/> 40 AMPS - \$100	<input type="checkbox"/> 30 AMPS - \$175	
<input type="checkbox"/> 60 AMPS - \$125	<input type="checkbox"/> 50 AMPS - \$200	

* please provide picture and number on plug with application.

Please make sure you have checked the appropriate box(es) above that covers the amount to power you need to run ALL your equipment. Clark County Special Events will be monitoring throughout- if more power than what you paid for is pulled, you will be charged for the correct amount of amps plus a \$100.00 late fee.

****NO POWER AVAILABLE UNTIL FRIDAY MORNING****

Notes: _____

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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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. Participants must be in costumes circa 1200AD-1600AD. All vendor booths MUST be themed in a historical genre depicting shops circa 1200AD-1600AD. This will be strictly enforced. Booths that do not comply will be subject to denial for next year's event.
10. Vendor is required to be open on October 7th – October 9th, 2022, starting at 10 a.m. 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.**
11. 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.
12. Clark County will not allow the sale of merchandise at the event that offends community standards or depicts illegal drug use or paraphernalia.

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13. Vendors must provide their own tents, tables, chairs, shade cover/tent, lights, etc.
14. **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.
15. **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.
16. 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.
17. 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.
18. No political signs are permitted.
19. Minors under 21 years of age are prohibited from consuming, handling or purchasing alcoholic beverages.
20. 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 PLAIN POP-UPS ALLOWED, YOUR TENT/BOOTH MUST BE DECORATED. 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.**
21. Glass blower vendors are only allowed to have one five-gallon tank of natural gas on site at a time.
22. **SECURITY:** Limited security will be provided (as a courtesy) for the vendor booths and the encampment areas from 6 p.m. on Thursday, October 6th, 2022, until Monday, October 10th, 2022, at 8 a.m. County and Security Company will not be held liable or be responsible for any loss, theft or damage.

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23. No carts or motorized vehicles allowed on site during event hours **without prior approval from Clark County.**
24. No Alcohol or Weapons will be sold until after 2p.m. on Friday. If you are caught you will be subject to immediate expulsion from the Fair, with the potential to lead to future Clark County Events.
25. 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.
26. All approved vendors will be given event instructions via email.
27. Vendors must be completely off fair grounds by Monday, October 10th, 2022, at Noon. 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 on each day of the event starting 10:00 a.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 in writing by the Renaissance Fair committee.

____ 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.

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_____ 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.

_____ 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.

_____ Vendor will be given a “Vendor Renaissance Leather Booth Sign” which will be required to be affixed to vendor tent. This is a requirement for all participating vendors and will be given instructions as to what side it needs to be on. Vendor sign is to be returned to County Staff prior to leaving the event or vendor will be charged a \$150 fee.

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.

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USEFUL INFORMATION

PERMITS

- Southern Nevada Health Department at (702) 759-1000.(Food or open container)
<http://www.southernnevadahealthdistrict.org/permits.php>
- 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/Form/s/Sales_and_Use_Tax_Return_07-01-09.pdf

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				PROJECT NUMBER
PRODUCER 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 ALTER, EXTEND OR ALTER THE COVERAGES AFFORDED BY THE POLICIES BELOW.		COMPANY AFFORDING COVERAGE BEST RATING
INSURED INSURED'S NAME ADDRESS PHONE & FAX NUMBERS		COMMENT A LETTER COMMENT B LETTER COMMENT C LETTER COMMENT D LETTER COMMENT 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, REPRESENTING THE INSURANCE. THIS IS IN ADDITION TO ANY CONTRACT OR OTHER DOCUMENTS 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. THIS INFORMATION HAS BEEN RELEASED BY PAUL CLARK.				
GENERAL LIABILITY <input type="checkbox"/> Commercial General Liability <input type="checkbox"/> Liquor Liability <input type="checkbox"/> Completed Operations <input type="checkbox"/> Products/Completed Operations <input type="checkbox"/> Contractual <input type="checkbox"/> Employment Practices	POLICY NUMBER POLICY PERIOD (START/END) POLICY AMOUNT (AGGREGATE)	POLICY PERIOD (START/END) POLICY AMOUNT (AGGREGATE)	LIMITS GENERAL LIABILITY \$500,000 PRODUCTS/COMPLETED OPERATIONS \$500,000 LIQUOR LIABILITY \$500,000 CONTRACTS/OPERATIONS \$500,000 EMPLOYMENT PRACTICES \$500,000	
AUTOMOBILE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> Non-Owned Auto <input type="checkbox"/> Hired Auto <input type="checkbox"/> Non-Owned Auto <input type="checkbox"/> Hired Auto <input type="checkbox"/> Other			LIMITS AUTOMOBILE LIABILITY \$1,000,000	
ACCESS LIABILITY <input type="checkbox"/> Access Liability <input type="checkbox"/> Other			LIMITS ACCESS LIABILITY \$500,000	
EMPLOYERS' LIABILITY AND EMPLOYERS' LIABILITY <input type="checkbox"/> Employers' Liability <input type="checkbox"/> Employers' Liability			LIMITS EMPLOYERS' LIABILITY \$500,000 EMPLOYERS' LIABILITY \$500,000	
OTHER DESCRIPTION OF PROJECT PROJECT NUMBER, PROJECT DESCRIPTION, CLARK COUNTY'S OFFICERS, EMPLOYEES AND VOLUNTEERS, ENTER VENDOR AND INDUSTRY WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE NAMED INSURED IN CONNECTION WITH THE PROJECT.				
CERTIFICATE HOLDER CLARK COUNTY, NEVADA GEO. P. BROWN AND CONTRACTS DIVISION 800 S. GRAND CENTRAL PKY # 4 FL BOX 8000 LAS VEGAS, NV 89108-8000 The Certificate Holder is named as an additional insured.		CANCELLATION NOTICE OF THE ABOVE DESCRIBED POLICIES IS CANCELLED BEFORE THE EXPIRATION DATE THEREOF. THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.		

**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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