



Reno Gay Pride

PO Box 677 Reno, Nevada 89504

1-877-344-RENO

www.RenoGayPride.com

“15 YEARS OF COMMUNITY CELEBRATION”

August 20, 2011

EXHIBITOR AND FOOD VENDOR APPLICATION

Organization/Business Name _____

Contact Name _____

Mailing Address _____

City / State / Zip _____

Phone _____ E-mail _____

Food and/or Beverage Sales (NO Alcohol) 10' x 15' space \$175.00 _____

Sales and/or Professional Services
(i.e., Realtors, Medical Services, Car Rental, Insurance) 10' x 10' space \$150.00 _____

Registered 501©3, - Information only (Attach Certification Letter)
(No Sales, No Food or Beverage Distribution) 10' x 10' space \$ 35.00 _____

(Only one Business/Company per each vendor booth)

Electricity (110 volt, 5 AMPS) \$ 50.00 _____

Security Deposit (Mandatory) \$ 50.00 50

Reno Business License** \$ 15.00 _____

Canopies, tables and chairs (available for rent from RGP)

Advance rental: 10'x10' Canopy \$50 _____ 8' Table \$20 _____ Chair \$5 _____ \$ _____

Day-Of-Event Rental: 10'x10' Canopy \$75 _____ 8' Table \$30 _____ Chair \$8 _____ \$ _____

Total submitted (**Including Deposit of \$50**) (make check payable to: **Reno Gay Pride**) \$ _____

Liability Insurance: All Vendors must submit a valid certificate of liability insurance of at least \$1,000,000 liability coverage; naming Reno Gay Pride and the City of Reno as additional insured. This certificate is available through your business insurance agent or through **Dori Shields** of **Casswood Insurance** at 1-800-972-2242 (Casswood Insurance.com).

****Reno Business License:** The City of Reno's Revenue Department (775) 334-2090 requires all vendors to have a valid business License. A temporary Reno Business License is available for a fee of \$15. You must submit the \$15 fee to Reno Pride **or** a copy of your current City of Reno Business License.

PLEASE LIST ALL ITEMS TO BE SOLD OR DISPLAYED:

(Use back of form if needed.)

Americans with Disabilities Act (ADA) accommodation needs: _____

For Reno Pride Use Only:

Check # _____ Date Rec: _____ Amount: \$ _____ Booth #: _____

Reno Gay Pride 2011
www.RenoGayPride.com
VENDOR TERMS AND CONDITIONS
August 20, 2011

MUST BE SIGNED AND RETURNED WITH YOUR VENDOR APPLICATION

Applicant understands that RGP has legal possession and control of event site and the surrounding closed streets, pursuant to approved street closure with the city of Reno on the date of event. Applicant further understands that the use granted by RGP is a License to Occupy only and is not coupled with an interest in the property. RGP retains the right to terminate this License to Occupy at any time during the terms of applicant's use if applicant creates a nuisance to RGP by interfering with the orderly and successful presentation of the event or by breaching the Terms and Conditions, or without cause at the discretion of RGP.

Applicant understands that the purpose of the Reno Gay Pride Celebration is to celebrate Gay and Lesbian Pride, and agrees to support this purpose during the term of this License to Occupy. Applicant certifies that they have read and understand application and will comply with all Terms and Conditions as follows:

1. **Pay required fees with the application.**
2. **Provide proof of Liability Insurance and name Reno Gay Pride and the City of Reno as Additional Insured.**
3. **No more than one vendor-organization per individual booth is allowed.**
4. **Set-up can begin at 8:00am and must be ready to open by 11:00am, and remain open until 6:00 p.m. Early departure can result in forfeiture of security deposit.**
5. **Vendor must check in at the Vendor Check-In Tent before set up.**
6. **A security deposit of \$50 must accompany the application. The security deposit will be refunded at close of event during checkout when site is left clean and sales tax envelope turned in.**
7. **Check-in later than 9:00am will risk being considered a no-show and is subject to resale or relocation and not eligible for refund. Cars will not be allowed on property after 10:00am.**
8. **Tents and canopies must be weighted down with water, sand, or cement weights due to high wind that can occur. NO STAKES PERMITTED or a fee of \$50 per stake will be assessed. RGP is not liable for any property damage.**
9. **Vendor is responsible for removal of ALL trash in and around booth space.**
10. **No sale or distribution of alcohol will be allowed without explicit prior approval. No Amplified Sound or Generators without prior approval.**

Food Vendors must abide by all applicable, City of Reno Health Codes. Food vendors must have a current Washoe County Health Permit and are responsible for obtaining the permit. Permits are not issued the day of the event. Food Vendors must control drainage and/or condensation. Please include a copy of your completed Washoe County Health Permit application with your vendor application. **Vendors** using heat and/or open flames must: (a) Provide fans for smoke control, (b) Provide fireproof containers for disposal of ashes; (c) Provide one visibly mounted fire extinguisher rated 10AB, and (d) Containers of butane or fuel must be affixed to a post or other secure item.

Electrical Requirements: Vendors requiring electrical power **must state that requirement** on the application no later than July 30, 2011. **Vendors must supply their own 50' extension cords.**

Insurance: Vendors must submit a valid certificate of liability insurance limits of at least \$1,000,000 coverage and name Reno Gay Pride and the City of Reno as an additional insured. Vendors shall indemnify and hold RGP harmless for any and all third party liability against said vendor.

Cancellation Policy: Booth fees are non-refundable unless written notice of cancellation is received by RGP on or before August 1, 2011. Refunds, less a 15% processing fee, will be paid within 30 days following the event. RGP reserves the right to place Vendors according to the master plan.

By signing this application you are authorizing RGP to use any pictures, audio or visual recording depicting any person for promotional publication.

Fees must accompany Vendor Application

Vendor's signature: _____ Date: _____ www.RenoGayPride.com