



# VENDOR APPLICATION 2010

**Vendor Application MUST include the following:**

- Completed & signed application
- Copy of applicable business license
- Payment in Full
- Proof of applicable insurance

The Reno River Festival is excited about the opportunity for your company to showcase its products, participate in product demos and clinics, and be involved in the **7th Annual Reno River Festival (RRF)**.

**Reno River Festival Expo/Product Demo (non-food vendor):**

Expo fees are listed below. Booth/space locations will be reserved on a first to register basis. The venue is set up such that all locations are desirable and have equal visibility and traffic. Should you have an interest in scheduling a live demo of your product, please send a detailed e-mail describing your product and demo to [ruth@renoriverfestival.com](mailto:ruth@renoriverfestival.com).

Company Name ("Vendor"): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Contact person responsible for exhibit on-site with contact phone number:

\_\_\_\_\_

\_\_\_\_\_

	QTY	ITEM/SIZE	FEE
<b>Booth Size &amp; Fees</b>	_____	10' x 10' booth space	\$1,000
	_____	Square feet	\$100 per square foot
	_____	10' x 10' booth space	\$550 Non Profit Rate
	_____	Business license	\$15
		City of Reno Business License (see paragraph 15 in the contract for details)	
<b>Rental Items</b>	_____	10' x 10' Tent	\$200
	_____	20' x 20' Tent	\$400
	_____	One (1) 8 foot table and 2 chairs	\$20
	_____	Additional table	\$20
	_____	Additional chair	\$3
	_____	20 AMP 120V single-phase receptacle*	\$100
	_____	50 AMP 220V single-phase receptacle*	\$250
	_____	50 AMP 12/208V single/three-phase receptacle*	\$300
<b>TOTAL COST:</b>			_____

\* All electrical connections must meet Nevada OSHA Regulation 1910.303(B). Tents rented from Reno River Festival have three sides and a top, the sides can be removed.

Tent stakes are not permitted. Booth spaces requiring more room or unusual sizes can be accommodated, please contact Management (defined below) to discuss.

**Space Reservation**

Vendor spaces will be reserved on a first come-first to reserve based on the date we receive payment. There are a limited number of expo spaces so we suggest that you reserve your spot promptly. Spaces will be assigned at the sole and absolute discretion of Management as more fully set forth herein.



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## Expo Schedule:

Thursday, May 6 - LOAD IN/SET UP	10AM – 7PM
Friday, May 7 – Expo Open:	10AM – 6PM (must be ready for business by 9 AM)
Saturday, May 8 – Expo Open:	9AM – 6PM (must be ready for business by 9 AM)
Sunday, May 9 - Expo Open:	9AM – 5PM (must be ready for business by 9 AM)

## Vendor Vehicles / Loading:

Vehicles will not be permitted to load or unload during RRF open expo hours. Driving on the grass in the exhibitor area is strictly prohibited at all times. Those of you who have branded vehicles and who are interested in incorporating them into your display, please contact Management.

## Payment

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_ Check \_\_\_\_\_  
Name (as it appears on card) \_\_\_\_\_  
Billing Address \_\_\_\_\_  
Credit Card # \_\_\_\_\_ Security Code: \_\_\_\_\_  
Expiration Date \_\_\_\_\_ Signature \_\_\_\_\_

No checks will be accepted after April 17th. Only credit card, money order or cash will be accepted. Make checks payable to RENO RIVER FESTIVAL, FOUNDATION, INC.

## Payment/Cancellation Policy

Payment in full is required to register as a vendor at the Reno River Festival 2010. All cancellation requests must be made in writing. Vendors canceling prior to April 1, 2010 forfeit 25% of booth rental fee. No refunds will be given to those canceling after April 1, 2010.

Please mail or fax this form along with payment to:

RENO RIVER FESTIVAL FOUNDATION, INC.  
540 W. PLUMB LANE, SUITE 1C  
RENO, NEVADA 89509  
P: (775) 324-6622

## **All 2010 Participating Companies Must Read and Sign the Following:**

1. Payment/Cancellation Policy: Payment in full is required to register as a vendor at the RRF. All cancellation requests must be made in writing. Vendors canceling prior to April 1, 2010 forfeit 25% of booth rental fee. No refunds will be given to those canceling after April 1, 2010.
2. Space Assignments: A booth space consists of one or more 10' x 10' areas. Tents and additional booth furnishings are available at additional costs (see above). Tents that require stakes will not be permitted at the RRF – all tenting must utilize water barrels or sand bags for tie down. Booth assignments will be made only after payment is received and will be made in the sole and absolute discretion of Management and based on space requirements, products to be exhibited and with consideration of the overall best interest of the event. All booth and exhibit materials must fit within the dimensions of the booth, obstruction of walkways or general views of the event or other exhibiting companies will not be allowed. Any plans for specially built displays must be submitted to RENO RIVER FESTIVAL FOUNDATION, INC. (“Management”) for approval.
3. Exhibit Operation: All booths must be open and staffed during the hours of the RRF. At the close of the exhibit each day the area will be cleared and no one will be permitted admission to the area. Management reserves the right to restrict exhibit noise level and to determine suitable methods of operation and display of materials. Vendors agree that Management may relocate Vendor to another space if necessary, in the sole and absolute discretion of Management.
4. Products and Exhibits: No product bearing the RRF trademark, name, logo, or reference to such may be sold or distributed without written permission from Reno River Festival Foundation, Inc. Management reserves the right, in its sole and absolute discretion, to restrict the sale or display of any item which is deemed objectionable. If, for any reason, an exhibitor, exhibit or its contents are deemed objectionable, the exhibit, product, or item will be subject to removal. Should such an eviction or restriction be enforced, Management shall not be held liable for refunding of rental fees or funds for exhibition rental. Products being sold must be new and of first quality.
5. Management & Dismantling: Management reserves the right should any rented Vendor’s space remain unoccupied on the opening day or should any space be forfeited due to failure to make payment, to rent said space to any other Vendor or use said space in any other manner, but this clause shall not be construed as affecting the obligation of Vendor to pay the full amount specified in this invoice for space rental should Management not re-let the space. Vendor shall be solely responsible at its own expense, for installing and dismantling its booth. Vendor shall repair any such damage caused by such dismantling and return the space in the same condition as received.

**6. Fire, Safety & Health Regulations:** Vendors agree to comply with local, city and state laws, ordinances and regulations including, but in no way limited to, all applicable federal, state and local codes and regulations relating to the preparation and service of food products, as well as any and all regulations set forth by the Management covering fire, safety, health and all other matters. All exhibit equipment and materials will be reasonably located within the booth and protected by safety devices where necessary. Vendors shall take all necessary fire precautions.

**7. Sub-letting of Space:** Vendor shall not assign, sublet, or apportion the whole or any part of the space assigned or have representatives, equipment, or materials for firms other than its own in the exhibit space without written consent from Management.

**8. Indemnification/Release:** Management will take reasonable precautions to safeguard Vendor's property during non-expo hours. However, Management will not be liable for loss or damage to the property from theft, fire, accident, or any other cause. By initialing below, Vendor agrees to indemnify, protect, defend and hold harmless the Reno River Festival Foundation, Inc. and City of Reno, its officers, directors, and organizers, owners, and agents, representatives, or employees of the above from and against any and all claims, damages, costs, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, the occupancy of the assigned space by Vendor, the conduct of Vendor's business, any act, omission or neglect of Vendor, its agents, contractors, employees or invitees, and out of any Default or Breach by Vendor in the performance in a timely manner of any obligation on Vendor's part to be performed under this agreement. In addition, the Vendor expressly releases the aforementioned from all claims for loss, damage or injury arising from any cause whatsoever.

**VENDOR INITIALS:** \_\_\_\_\_

**9. Insurance and Liability:** The Vendor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to Vendor's displays, equipment, and other property brought upon the premises of the festival site. ALL vendors MUST provide a Certificate of Insurance to Management in the amount of \$1,000,000 (one million dollars). The certificate MUST list the City of Reno, its officers, employees and agents located at P.O. Box 1900 Reno, NV, Reno River Festival Foundation, Inc., Seismic Events, and Fluid Concepts "Additionally Insured." Said certificate must be received by Management or exhibitor will not be allowed to participate in the Exhibition. Management reserves the right, in Management's sole and absolute discretion, to require additional insurance based on vendor's permitted use of the assigned space.

**10. Utilities:** Electricity services are available during the RRF for an additional fee, as set forth above. Vendors requiring said services must make prior arrangements directly with Management to utilize electrical systems and any other provided utilities which vendor desires to utilize. Any vendor desiring to utilize a generator must obtain the prior written permission of Management, which such permission may be withheld in Management's sole and absolute discretion. All electrical appliances and connections must be in compliance with Nevada OSHA Regulation 1910.303(B).

- 11. Inability to Perform:** If Management should elect not to, or be prevented from, holding the RRF or if it cannot permit Vendor to occupy Vendor's assigned space due to circumstances beyond its control, including but not limited to; strike, civil disobedience and acts of God, Management will refund to Vendor the amount of rental paid, less a proportionate share of RRF expenses, and Management shall have no further obligation or liability to Vendor. In the event Management is prevented from holding the RRF and Vendor shall have made no payment, he nevertheless shall be obligated to pay his share of the expenses. The right to cancel or terminate the Reno River Festival, in whole or in part, shall be in the sole and exclusive discretion of Management.
- 12. Rules and Regulations:** Management shall have full power in the interpretation and enforcement of all rules contained herein to make such further rules and regulations as it shall consider necessary for the proper conduct of the Expo.
- 13. No Animals Allowed:** No animals are allowed at the Reno River Festival 2010 per Reno Municipal Code.
- 14. Alcoholic Beverages, Bottles & Cans:** No alcoholic beverages are permitted on the Reno River Festival event grounds unless purchased from a vendor licensed by Management to sell same. No glass bottles are permitted at any time.
- 15. Business License:** The City of Reno requires that all exhibitors conducting business in Reno obtain a Reno business license and a State of Nevada business license. They have simplified the process by offering a one-time, special events business license that costs \$15. If you do not already have a City of Reno business license, the \$15 payment can be added to your booth payment or will be collected on site at the Expo. No exhibitor will be permitted to exhibit without prior arrangements for business license issuance. If you currently have a City of Reno Business License please include a copy of said license with your paperwork.
- 16. Inclement Weather:** In the event of inclement weather, this agreement may be terminated by Management only. Tenant shall have no right to terminate this Agreement based on inclement weather. In the event Management determines, in its sole and absolute discretion, that the prevailing weather conditions either make, or are likely to make, continuation of the event impractical, Management shall have the sole and absolute right to terminate this agreement. In the event of such termination, the amount of rental paid shall be refunded to Vendor pursuant to Section 11 above.
- 17. No Guarantee of Results:** The RRF does not warrant or guarantee any particular results from exhibiting in the Reno River Festival Expo nor does it guarantee any particular number of attendees or exhibitors.



# VENDOR APPLICATION 2010

By completing this contract we agree to exhibit our products/services at the 2010 Reno River Festival Expo and to abide by the rules, regulations and conditions governing the Expo as stated above.

**Exhibition Company:** \_\_\_\_\_

**Authorized Applicant Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RENO RIVER FESTIVAL FOUNDATION, INC.,  
a Nevada limited liability company**

**By:** \_\_\_\_\_

**Its:** \_\_\_\_\_