



Town of Genoa

PO Box 14 Genoa, NV 89411
(775) 782-8696 - Fax: 775-782-2779
genoacowboyfestival.org

Vendor # _____
(For Office Use Only)

2015 FOOD VENDOR APPLICATION (Application due by Friday, March 6, 2015)

NAME _____ BUSINESS NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
CELL #: _____ ALT PHONE #: _____
EMAIL ADDRESS _____

Please submit this application to the Town of Genoa.

Complete description of food and beverage products you will be selling and prices of these items _____

Thank you for your interest in the 2015 Genoa Cowboy Festival. As a potential food vendor, please be aware of the following information:

1. The fee for a 12 x 12 booth is \$235.00. A \$50 fee will be charged for electricity if required by vendor.
2. Please provide pictures of your booth set-up and food products. Photos will not be returned.
3. Applications are reviewed individually based on photos and written description of food products to be served.
4. **Health Permit** – You will be required to apply for a temporary health permit in advance. The application will be provided with your contract. The Health Department staff will check all food booths; if you do not have a Health Permit they will shut you down.
5. If accepted as a Food Vendor at the 2015 Genoa Cowboy Festival, you will be sent a contract to complete and sign. **DO NOT SEND BOOTH FEE UNTIL YOU RECEIVE CONTRACT. Contracts will be due March 27, 2015.**

HOLD HARMLESS AND RELEASE: In consideration of participation in any event on Town property, I hereby release and forever discharge the town, its officers, agents, employees and representatives, and their respective heirs, successors and assigns, from any and all actions, causes of action, suits, proceedings, debt, dues contracts, judgments, damages, claims, and or demands whatsoever in law or equity that the undersigned, its successors or assigns, ever had, now have, or may have in the future in connection with the undersigned's participation in any event on Town property.

Signature _____ Date _____



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ADDITIONAL VENDOR INFORMATION

1. This event will be held rain or shine. This is an outdoor event with possible uneven terrain, inclement weather and wind gusts.
2. Your booth must be open and staffed during all hours of the event; Friday, May 1st and Saturday May 2nd from 11:00 a.m. to 7:00 p.m.; Sunday, May 3rd from 11:00 a.m. to 4:00 p.m.
3. You are responsible for keeping your booth and area clean at all times. All trash must be properly disposed of. **GENOA IS BEAR COUNTRY.** Your area must be clean following the event. Crush all boxes and place all of your trash in the dumpster located behind the Fire Department. **DO NOT USE TRASH BARRELS.**
4. **Sales Tax** - You will need to collect sales per Nevada Administrative Code 372.180. The One Time Tax Return form will be provided at check-in.
5. **Fire Extinguisher** – must be present in your booth. The Fire Marshall will inspect all vendors as part of the pre-event inspection.
6. If you use grease or oils, you must supply tarps or suitable methods of containment.
7. All food vendors have been approved based on the application submitted. All items for sale will be reviewed throughout the event.
8. Food vendors may not sell any beverages or food items not described on the application. Approval for additional items must be requested and received.
9. All sales are from your assigned booth. No roaming sales.
10. Pets/animals of any type are not permitted, other than service dogs.
11. There will be no changes after the booth spaces are assigned.
12. No bullhorns or megaphones, flashing lights or strobes, speakers or sound amplification is allowed.

LOAD IN/LOAD OUT PROCEDURES

1. Load in / set up is Thursday beginning at 12 noon. You must completely be set up no later than 4:00 p.m. - no exception. A staff host will greet you and be available to answer questions during your set up.
2. Load out will begin on Sunday at 4:00 p.m. Please work with your Staff Host to arrange for your vehicle to enter the venue for load out.
3. Do not block traffic during your load out. Your patience during the load out process is appreciated.
4. Be prepared to bring help, rolling carts, hand trucks to load in to your booth space. Staff cannot be responsible for loading in, setting up or loading out vendor items.

**THANK YOU FOR YOUR COOPERATION
IF YOU HAVE ANY QUESTIONS, DO NOT HESITATE TO CONTACT THE
TOWN OFFICE AT: (775) 782-8696**