



1407 US Highway 395 North  
Gardnerville, Nevada 89410  
T. 775.782.8027 | F. 775.782.7135

## Dia De Los Muertos Festival General Exhibitor Application

When: 1st Saturday of November at Heritage Park in Gardnerville 11am-5pm

DATE: **Saturday, November 4, 2023**, 11am-5pm

CONTENTS: **ALL pages of this application must be filled out, signed & returned.**

Please read ALL INSTRUCTIONS in detail before electing to exhibit at this event. Special ideas, exhibits and activities are WELCOMED, so please feel free to suggest/request them if they do not fit into the application structure.

**FINAL DATE to sign up for the Dia de los Muertos Festival is October 30th, 2023.**

The event will go on, Rain or Shine! There are no refunds! Thank you for joining us!

### Exhibitor/Contact Information:

BOOTH Name: \_\_\_\_\_ Contact: Email: \_\_\_\_\_  
*(as you would like it to appear on our website) (35 char max)\*\*\**(all contact, and updates will go here)\*\*\*

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

*\*\*Every registered exhibitor is shared and listed on our Facebook event page.\*\**

By submission of this Application, you certify that you have read ALL provisions in this Application, agree to all terms, agree to abide by them for this event and are authorized to make such agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOOD RESTRICTIONS:** We will be accepting a small number of food vendors on a first-come basis. **Food & beverage vendors to provide a Certificate of Liability to Main Street Gardnerville showing "Main Street Gardnerville, Town of Gardnerville, Douglas County Community Services and Carson Valley Arts Council" as additionally insured.**

### GENERAL EXHIBITOR GUIDELINES to know ahead of time:

Please review and consider these rules and requirements before choosing to exhibit at this unique event.

**1) Equipment** The event does not supply equipment (tables, chairs, canopies) to exhibitors. This is a themed event and exhibitors are encouraged to be self-sufficient in design and construction of their booth spaces. Please bring everything you will need for your booth.

**2) Grassy Exhibit areas:** There are no stakes/pins/nails/etc. allowed in the park. ALL VENDORS MUST BRING rope and weights, sand bags, water jugs, etc. to weight down your booth items, canopy, signs, etc. There are no tarps/rugs/large flat surfaces allowed on the grass. There are absolutely no driving vehicles/trailers on the grass.

**3) Set Up and Loading Zones:** Exhibitors will be assigned a set up time between 9:00am – 10:00am so we can stagger vehicles in loading zones. Spaces are cart and carry over the grass, so loading zones get you as close to spots as possible. Vehicles must be unloaded and then removed/parked in designated areas within 30 minutes. **No vehicles may be parked in loading zones (even if it looks like a parking lot). There is NO parking of exhibitors in the Overland Restaurant parking area.** All spaces should be marked by the time exhibitors arrive. Please let us know if you have special needs not covered in this application.

**4) Parking** An assigned area will be designated for vendors and performers. A volunteer will show you where to park.

**5) POWER:** Please be conscientious about power consumption and only use power if necessary. You may bring your own generator only if it is less than 73 dB, smokeless and odorless. It must be secured safely away from the public. If these conditions cannot be met, please order power from us. You are responsible to bring your own extension cord, at least 50-100 foot.

**6) SALES TAX:** We are required to collect your NV Tax ID# from every vendor selling anything. This form is turned in prior to the event and you will be held responsible to submit the correct amount to us before leaving the grounds that day. We will provide an envelope the day of the event with the NV Tax form. You must provide your tax ID #5 of this application. If you send in your taxes quarterly, please kindly fill out the form and mark "Quarterly" payments. Please bring a check to make this payment the day of the event.

**7) RESPECT:** We have LOTS of perspectives at this great event. Show the same Respect for differing viewpoints that you expect for yours. We also have many Volunteers helping-without whom there would be no event-so please be patient and respectful of all staff & volunteers.

I HAVE READ & AGREE TO ITEMS 1-7 ON THIS PAGE AS A CONDITION OF EXHIBITING & WILL SHARE THIS INFORMATION WITH ANY OTHER PARTIES PARTICIPATING IN THE DIA DE LOS MUERTOS FESTIVAL.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company



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Date \_\_\_\_\_

**BOOTH Details & Information:**

Please be SPECIFIC and provide photos if possible.

- 1) What activities will occur at your booth? \_\_\_\_\_
- 2) What items will be SOLD at your booth? \_\_\_\_\_
- 3) DOES YOUR PRODUCT INCLUDE A DIRECT MARKETING BRAND? \_\_\_\_\_
- 4) What items will be given away at your booth? \_\_\_\_\_  
(there are restrictions on what items can be given away at booths)
- 5) Does your space require pavement? \_\_\_\_\_ (for food trucks only)
- 6) If you have a vehicle as part of your display (food truck), please describe: \_\_\_\_\_ License #: \_\_\_\_\_
- 7) Your Nevada State Sales Tax ID #: \_\_\_\_\_
- 8) Do you have any other special requirements for placement? \_\_\_\_\_  
(near or away from another vendor, in a specific area, etc.)
- 9) How much time do you need to set up your booth? \_\_\_\_\_

**Booth Sharing** –Exhibitors may not sublet or allow sharing for other businesses, sales, crafts or non-profit organizations that are not officially registered.

**NOTE:** While we try to limit too many like items, so exhibitors do well with their product, no one is guaranteed exclusive representation of any product type. We try to be as inclusive as possible and the event is large enough to ensure competing services are not too near each other. Where a limited number of slots fill up for highly competitive items (jewelry, soaps, candles, honey, etc.), these slots will be filled on a first come first serve basis at the sole discretion of event staff. If you are curious or concerned about oversaturation of an item, please feel free to inquire before you apply. Closed items are updated often on our Facebook event page.

I have read the regulations and provisions in this agreement, understand them and have communicated them to all participants within my group so that we may follow them and agree to all provisions in this agreement. Anyone participating in the event under privilege of your registration is bound by this agreement:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please be sure that all participants in your group understand these rules.



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**Liability & Media Release Form:**

By choosing to exhibit, sponsor or attend this event, you and all participants within your organization agree to the following provisions (please make sure all your participants are aware of these provisions):

**Dia De los Muertos Vendor Agreement**

Main Street Gardnerville, Douglas County Community Service, and Carson Valley Arts Council will not be responsible for breakage, theft, or loss of any kind. Vendors agree to hold Main Street Gardnerville, Douglas County Community Service, and Carson Valley Arts Council (hereinafter, MSG, DC & CVAC, and all its Directors, agents, employees, attorneys, volunteers and representatives), free and harmless of any and all claims, demands, suits, liabilities, losses, damages, or injuries, resulting from participants and/or seller's operation while occupying said area at Heritage Park. The foregoing shall include personal injury, including death. Applicant also agrees to indemnify Main Street Gardnerville, Douglas County Community Service, and Carson Valley Arts Council. \_\_\_\_\_(Initials)

To allow any photographs, video or audio recordings, or any other such renditions of my likeness, voice, booth or displays to be posted and duplicated publicly in any media as part of the marketing and publicity coverage of the event. \_\_\_\_\_(Initials)

To be familiar with all local, state and federal laws and to follow them always, including but not limited to filing and paying any relevant license, permit fees, taxes and fines, to obeying traffic laws and to obeying all other laws and municipal codes. RELEASEES will not be liable for any such violations on the part of participants and participant agrees to pay any fines or costs incurred associated with any such violations. \_\_\_\_\_(Initials)

To be familiar with Heritage Park Rules. Our event is held on Town property and we are bound by whatever rules they have for the privilege of using their property. Please acknowledge that if you or if anyone in your group violates any provision or damages City property, you agree to pay any fines or damages assessed by the Town. These rules include but are not limited to:

- a) No vehicles or trailers may drive on the grass: \_\_\_\_\_(Initials)
- b) No Stakes/pins/nails/etc/Tarps/mats/carpet will be used on the grass. \_\_\_\_\_(Initials)
- c) No Tarps/mats/carpet/etc. will be placed on the grass. \_\_\_\_\_(Initials)

Exhibitors may not bring in outside ALCOHOL to the event. Our alcohol license for the event depends upon adherence to these rules. \_\_\_\_\_(Initials)

Exhibitors are responsible to submit all sales tax and records to the State of NV. \_\_\_\_\_(Initials)

Applications for food/beverage vendors will be selected on a first come first serve basis, provided that the applicant meets, and provides sufficient evidence of, all of the required criteria in this application. A limited number of food/beverage vendors will be accepted. **Food & beverage vendors to provide a Certificate of Liability to Main Street Gardnerville showing "Main Street Gardnerville and Town of Gardnerville" as additionally insured.**

Main Street Gardnerville, Douglas County Community Service, and Carson Valley Arts Council reserve the right to reject any and all vendor applications if, in , MSG, DC & CVAC's sole discretion, the vendor applicant would not be in the best interests of the *Dia de los Muertos Festival*" event or may be in competition with previously signed up vendors.



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Please forward this certificate to Main Street Gardnerville by October 30, 2023 if not submitted with application to [info@mainstreetgardnerville.org](mailto:info@mainstreetgardnerville.org) or fax to 775-782-7135.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**Payment Information:** Please check off the items you need below:

Item	Qty	Price Each	Total Fees
Outdoor 10x10 Space – General Exhibitor	___	\$100	\$ _____
Outdoor 10x10 Space with Electricity (Limited Spaces)	___	\$125	\$ _____
Outdoor 10x10 Space – Business sponsored “Ofrenda” Exhibitor	___	\$50	\$ _____

**Donation to Main Street Gardnerville, Douglas County Community Services, and Carson Valley Arts Council (you choose amount)**  
(website linked on our site to your business site) \$ \_\_\_\_\_

(Dia de los Muertos Festival is organized in partnership with Main Street Gardnerville, Douglas County Community Service, and Carson Valley Arts Council. Our events are successful thanks to the support and volunteer efforts of the residential and business community) All donating exhibitors will have a link to their website or Facebook page from the Main Street Gardnerville website.

Website URL or Facebook: \_\_\_\_\_

**TOTAL PAYMENT:** \$ \_\_\_\_\_

**Applications and Payments may be made in the following manner:**

- 1) MAIL applications and checks/money orders to: 1407 US HWY 395 N Gardnerville NV 89410; Please make checks payable to **“Main Street Gardnerville”**.
- 2) Email applications to [info@mainstreetgardnerville.org](mailto:info@mainstreetgardnerville.org)
- 3) FAX applications to 775-782-7135.
- 4) Pay Online at [www.mainstreetgardnerville.org](http://www.mainstreetgardnerville.org)