



1407 US Highway 395 North Gardnerville, Nevada 89410
T. 775.782.8027 | C. 775.691.6357
www.mainstreetgardnerville.org
info@mainstreetgardnerville.org

Main Street Fall Fest General Exhibitor Application

When: 1st Saturday of October at Heritage Park in Gardnerville 9 am-3 pm

DATE: **Saturday, October 5th, 2024**, 9 am-3 pm

CONTENTS: **ALL application pages 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.

10 Lucky Non-Profits- Ten (10) lucky Non-Profits each year will get a free booth at the festival! You must bring your own table and chairs. *Send us an email for the discount code to sign up online.*

FINAL DATE to sign up for the Fall Festival is SEPTEMBER 30, 2024.

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 submitting 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 accept a small number of food vendors on a first-come basis. **Food & beverage vendors are to provide a Certificate of Liability to Main Street Gardnerville showing "Main Street Gardnerville" as additionally insured.**

BRAND RESTRICTIONS: Only one vendor of any of the following companies on a first-come basis. **LuLaRoe, Scentsy, Usborn Books, doTerra, Shaklee, Cutco, Neal's Yard Remedies (NYR Organic), Tower Garden/Juice Plus**

Main Street Gardnerville is a 501(c)(3) nonprofit corporation & an equal opportunity provider and employer.

"The mission of the Main Street Gardnerville Program, in partnership with our stakeholders, is to revitalize downtown Gardnerville utilizing design, organization, promotion & district vitality to develop the unique identity and preserve the historic nature of our community."



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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 (Fall, Spooky), and exhibitors are encouraged to be self-sufficient in the 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, sandbags, water jugs, etc., to weigh down your booth items, canopy, signs, etc. No tarps/rugs/large flat surfaces are 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 7:00 a.m. and 8:45 a.m. so we can stagger vehicles in loading zones. All spaces should be marked by the time exhibitors arrive. Please let us know if you have special needs not covered in this application. Spaces are cart and carry over the grass, so loading zones get you as close to spots as possible.

- Vehicles must be unloaded and removed/parked in designated areas within 30 minutes. _____(Initials)
- No vehicles may be parked in loading zones (even if it looks like a parking lot). _____(Initials)
- There is NO parking for exhibitors in the Overland Restaurant parking area. _____(Initials)

Failure to adhere to this guideline will result in the loss of the privilege to participate in future Main Street Gardnerville events.

4) Parking An assigned area will be designated for vendors and coffin race participants. 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 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 for bringing your extension cord, at least 50-100 feet.

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

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 whom there would be no event. 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 MAIN STREET FALL FEST.

Printed Name

Company

Signature

Date

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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 the oversaturation of an item, please feel free to inquire before you apply. Closed items are often updated on our Facebook event page.

Direct Marketing Brands are generally allowed only one representative of a specific brand on a first-come-first-serve basis. Slots are considered only once payment is received. It is the exhibitor's responsibility to notify us if they must be the sole representative of a brand. Exceptions occur if more than one representative agrees to be at the event together or if the event did not know it was a direct marketing brand. In these cases, the event makes all efforts to locate booths in separate areas of the event. Exhibitors must identify all direct marketing brands planned for their booth.

I have read the regulations and provisions in this agreement, understood them, and communicated them to all participants within my group so that we may follow them and agree to all provisions in this agreement. This agreement binds anyone participating in the event under the privilege of your registration:

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):

Main Street Fall Fest Marketplace Vendor Agreement

Main Street Gardnerville will not be responsible for breakage, theft, or loss. Vendors agree to hold Main Street Gardnerville (hereinafter, MSG, and all its Directors, agents, employees, attorneys, volunteers, and representatives) free and harmless of any claims, demands, suits, liabilities, losses, damages, or injuries resulting from participants and/or seller's operation. At the same time, occupying said area at Heritage Park. The foregoing shall include personal injury, including death. The applicant also agrees to indemnify Main Street Gardnerville. _____(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 consistently, including but not limited to filing and paying any relevant license, permit fees, taxes, and fines, obeying traffic laws, and obeying all other rules and municipal codes. RELEASEES will not be liable for any such violations on the part of participants, and the 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 must 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 and beverage vendors must **provide a Certificate of Liability to Main Street Gardnerville showing "Main Street Gardnerville" as additionally insured.**

Main Street Gardnerville reserves the right to reject any vendor applications if, in MSG's sole discretion, the vendor applicant would not be in the best interests of the "Main Street Fall Festival" event or may be competing with previously signed up vendors.

Please forward this certificate to Main Street Gardnerville by September 30, 2024, if not submitted with application to info@mainstreetgardnerville.org or fax to 775-782-7135.

SIGNED: _____ DATE: _____

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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	\$ _____
Charity (Non-Profit Organization)		- \$50	\$ _____

Donation to Main Street Gardnerville (you choose the amount)
 (website linked on our site to your business site)

\$ _____

Main Street Fall Fest is organized by Main Street Gardnerville, a community-based self-help program involving various community members with the shared vision of revitalizing the downtown. Even though we focus on the downtown district, it benefits the community. We use four primary points to accomplish this: organization, promotion, design, and economic restructuring. Main Street Gardnerville is currently the only Nationally Accredited Main Street America program in Nevada. Our MSG program is succeeding 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
- 3) FAX applications to 775-782-7135.
- 4) Pay Online at www.mainstreetgardnerville.org

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