



Reno Earth Day



General Exhibitor Application

Non-Profits and FOOD Vendors do NOT use this app – Please use separate Food Vendor App. Or Non-Profit App.

When: Sunday, April 24th, 2016 10am-6pm

Where: Idlewild Park, Reno, NV

Welcome to the Reno Earth Day Celebration. The event grows every year, so we have changes every year.

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.

Applications are due by March 31, 2016 to avoid late fees. We will continue to accept applications after this date with payment of the late fee; however, after this date, you miss valuable marketing and placement opportunities.

GENERAL EXHIBITOR GUIDELINES:

Grassy Exhibit areas: There are no stakes/pins/nails/etc. allowed in the park. Please bring rope and weights, sand bags, water jugs, etc. to weight down your booth items, canopy, signs, etc.

Tables, Chairs, Canopies and weights: This is a free community event and exhibitors are encouraged to be self-sufficient in design and construction of their booth spaces. However, we have arranged with the equipment supplier to supply extra equipment if you order it ahead of time. Equipment rented from us must be checked out the morning of the event and set up by the exhibitor. **Most importantly**, equipment must be returned to the equipment station before the exhibitor leaves (not left in your exhibiting space), and exhibitors are responsible for returning it in the same condition.

Set Up and Loading Zones: Set up will begin at 6:30 am this year and should be completed by 10:30 am. Exhibitors will be assigned a set up time so we can stagger vehicles in loading zones over the 4 hour period (everyone cannot arrive at once). Most 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. There will be volunteers to help with cart and carry to assigned spaces. All spaces should be marked by the time exhibitors arrive. Please let us know if your exhibit has special needs not covered in this app.

Parking: There is plenty of free designated parking within the park for Participants (exhibitors, volunteers, performers. There will also be reserved parallel parking on Idlewild Dr. for exhibitors with long trucks or trailers. Exhibitors will receive specific event and parking maps, space numbers and updates the week before the event by email. Please ensure your email is valid & check it regularly for updates.

FOOD/Beverage Restrictions: Food/beverage vending slots are limited and require a special application and fees. If you wish to sell food at the event – prepared or packaged – you must contact us for approval to receive the special application. Food and/or beverages may not be distributed as giveaways for this event, and if you bring your own food, GLASS containers and outside alcohol are not allowed in the park. Please respect this.

WASTE: Exhibitors are responsible for disposing of all waste properly in proper Recycling bins to maximize recycling (Compost, cardboard, glass, cans, plastic bottles, etc.). Any run-off water, ice or grease will need to be collected by the exhibitor and removed as gray-water or disposed of in our gray water basin. If it cannot go into a proper receptacle, take it back with you and Leave No Trace. Let's see how close we can get to 0-Waste!

Although this year is expected to be drier and warmer with good weather at the end of April, the event will go on, Rain or Shine! There are no refunds after March 31, 2016.

Thank you for joining us!

Contents: Pages 2-7 of this application must be returned completely filled out. We encourage double sided printing if possible.

Pg. 1 = General Instructions – no need to return
Pg. 2 = Exhibitor and Booth Info – Fill out completely
Pg. 3 = Payment Info – Fill out and Sign

Pg. 4 = Release Form – Must be signed
Pg. 5 = Nevada Sale Tax Forms – Must be signed



Reno Earth Day



Exhibitor/Booth Information: (Non-Profits and Food vendors use separate application)

Exhibitor Name: _____ **Contact Email:** _____
 (as you would like it to appear on maps, signs and programs (35 char max)) (all contact and updates will go here)
 Business Name (if under different Reno business license name): _____
 Contact Name: _____ Phone: _____
 Website URL or Facebook: _____
 Physical Business Address: _____

How did you learn about this event? _____
Will you be staying overnight in the area? ___ # nights? ___ # people? ___ # of rooms/spaces? ___
What hotel/RV Park did you use? _____ **Stayed with family/friends?** _____

Activity at Booth (Please check one):

- A. Individual/Business (Info only; Not selling anything) _____
 (You DO NOT need to fill out the Tax forms, but you DO still need a Reno Business License, even if you have a license from another city, county, state.)
- B. Individual/Business **selling** anything _____
 (You need BOTH a Reno License or Temporary Event Permit AND to fill out the NV Sales Tax forms)

City of Reno Business License #: _____

If you do not have a City of Reno Business license, we will purchase your Temporary Event Permit. Please include the \$15 fee on the next page.

NV Sales Tax Permit #: _____ (if you plan to sell anything at the event).
 Please fill out the Tax forms on page 5. Put your tax# in the "gross sales" spot if you file monthly/quarterly. Then we do not have to bother you at the event ☺ IF you do not have a NV Sales Tax # or do not file monthly/quarterly, we must collect the sales tax at the event. Fill out the form as completely as possible and we will bring it to the event for the final amounts. The more the slip is filled out, the less hassle you have at the event ;)

Booth Information:

What activities will occur at your booth?: _____
 What items will be sold at your booth?: _____
 What items will be given away at your booth?: _____
 Space needed for booth (dimensions)? _____
 Does your space require pavement? _____
 Do you have any other special requirements for placement? _____
 (near stages, quiet area, near or away from another vendor, etc.)
 How much time do you need to set up your booth? _____
 Please note if you will have any LIVE animals at your booth (incl. pets). _____
Will you have a prize to donate for Event Games and Promo for your booth? _____

ELECTRICITY: Please be conscientious about power consumption. If your booth needs electricity to operate, we can provide a power hook up. Power must be ordered in advance. Please tell us about your power needs here and pay on next page (must specify if you need a 240V plug in): Est. Amps _____ Volts _____ Watts _____
 Purpose of plug-in (AV equipment, industrial blender, cash register, pottery wheel, freezer, etc.)? _____



Reno Earth Day

Payment Information:



Please check off the items you need below:

Item	Qty	Price Each	Total Fees
Outdoor 10x10 space – General Exhibitor	___	\$95	\$ _____
Indoor 10 x 10 space (includes tables, chairs and electricity)	___	\$225	\$ _____
<i>NOTE: We do not have any % of sales programs for fees. All spaces are flat fees based on space rented. If you need more than 2 spaces (more than 10 x 20) please contact us for discounts and arrangements.</i>			
<i>Foldout Chairs-Rental price \$5/each</i>	___	\$5	\$ _____
<i>Tables 6x2.5 feet- Rental Price \$10/each</i>	___	\$10	\$ _____
<i>10x10 foot Pop-Up Canopy (self-set-up/take down)</i>	___	\$55	\$ _____
<i>Set of 4 Canopy Weights</i>		\$30	\$ _____
Electricity needed? – price per plug-in	___	\$50	\$ _____
RENO TEMP VENDOR PERMIT FEE	Y or N	\$15	\$ _____
LATE FEE – (Add to any application submitted after Mar. 31st)		\$25	\$ _____
PayPal Fee (required for online payments only)	___	\$3	\$ _____
Donation to Reno Earth Day		(you choose amount)	\$ _____
<i>(Reno Earth Day is organized by Mercury Momentum, a local 501c3 created to promote education and sustainability in special events throughout our area).</i>			
TOTAL PAYMENT:			\$ _____

Booth Sharing – Booth sharing is a way to access the event at half the space fee. If 2 or more exhibitors would like to share space, they should submit on the same application and note both “companies.” Both will be listed as exhibitors and we need all exhibitors listed for city and state laws. *Exhibitors may not sublet or allow sharing for other businesses, sales, crafts or non-profit organizations that are not officially registered.*

Consider being a Sponsor of the event! The event attracts thousands of attendees and participates in extensive promotion by print, radio and internet means. Sponsors of \$500 or more receive FREE exhibitor space with choice in location and a wealth of promotional exposure and value – in addition to supporting an amazing and growing event. For more information on Sponsorship Opportunities, visit www.renoearthday.com/sponsors.

Applications and Payments may be made in the following manner:

- 1) MAIL applications and checks to 2700 Scholl Dr., Reno, NV 89503; Please make checks payable to "Reno Earth Day".
- 2) Email applications to anaangsul@gmail.com.
- 3) FAX applications to 775-329-4844.
- 4) Pay Online via Paypal at www.renoearthday.com, Exhibitor Tab, **Donation button** (\$3 fee) If you pay online, you MUST include the name of your organization as it appears on your application in the message on your Paypal payment. (We can only accept credit cards at this time through Paypal using the Donation button).

Please contact us if you need on Invoice for a PO. Do you need a **RECEIPT?** Yes _____ No _____
 More Questions? Please email or call: 775-762-0651 or 775-771-1828. NOTE, if we do not respond right away, remember we are volunteers also, squeezing in calls on breaks from our “real” jobs. Please bear with us!

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:** _____



Reno Earth Day

Liability Agreement and Media Release (Please initial each item).



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 of your participants are aware of these provisions):

1. To RELEASE, WAIVE, DISCHARGE, HOLD HARMLESS AND COVENANT NOT TO SUE event organizers, Mercury Momentum, City of Reno, Reno Earth Day, other participants and sponsors, their officers, volunteers, agents, affiliates and employees hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted or in transportation to and from said premises.

_____ (Initials)

2. To be familiar with all local, state and federal laws and to follow them at all times, 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)

3. To be familiar with City of Reno Park Rules. Our event is held on City 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 City. Fines will be issued if these rules are broken.

_____ (Initials)

4. Exhibitors may not bring in outside alcohol to the event. Our alcohol license for the event depends upon adherence to these rules.

_____ (Initials)

5. 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)

6. To ensure no vehicles drive on grass areas. This is a Park Rule and fines will be issued if this rule is broken.

_____ (Initials)

I have read the regulations and provisions, 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:

Signature: _____ Date: _____

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

Instructions for Tax forms on next page. Please select A, B or C below and follow the directions:

- A. If you are a tax exempt organization OR are NOT selling ANYTHING, please disregard the tax forms.
- B. If you already file a monthly or quarterly return, put your NV Sales TAX # in the "gross sales" spot. Fill out the rest and sign it and turn in with your application. We won't have to bother you at the event ☺
- C. If you are selling and do not file NV sales tax returns monthly or quarterly, we need to collect taxes at the event. Fill out this form completely and submit with your application. We will bring to the event and you can fill in final sales and tax amount there. It's as simple as that. Thank you!

NEVADA DEPARTMENT OF TAXATION**ONE TIME SALES TAX RETURN**

PROMOTER MUST Remit Payment to the Address Below:

Submit with Payment to Promoter at Conclusion of Event

4600 Kietzke Lane

TID No.: **1014022266-001**

Reno, NV 89502

Attention: **RENO ONE-TIMES**

Number of Returns Issued: 78 To Be Returned By: 5/9/16

Name of Event: **Reno Earth Day**

Event Date(s): 4/24/16

Location of Event: **Idlewild Park**

Name of Business or Individual: _____

Phone No. () _____

Business Address: _____

EIN / SSN: _____

City, State: _____

Zip: _____

Gross Taxable Sales: _____ Tax Rate: **Washoe - 7.725%**

Sales Tax Due: _____

Signature: _____

Assigned Space No.: _____

Owner/Partner/Corporate Officer

Pursuant to NRS 372.055 every vendor who makes sales more than twice in a twelve (12) month period must register as a seller in the State of Nevada.

If payment is by check or money order, please make it payable to the Department of Taxation for the

Department Copy

full amount of sales tax due. This return must be filed with Promoter even though no taxable sales were made.

TXR-01.04 ONE TIME RETURN

Rev 10-04-12

NEVADA DEPARTMENT OF TAXATION**ONE TIME SALES TAX RETURN**

PROMOTER MUST Remit Payment to the Address Below:

Submit with Payment to Promoter at Conclusion of Event

4600 Kietzke Lane

TID No.: **1014022266-001**

Reno, NV 89502

Attention: **RENO ONE-TIMES**

Number of Returns Issued: 78 To Be Returned By: 5/9/16

Name of Event: **Reno Earth Day**

Event Date(s): 4/24/16

Location of Event: **Idlewild Park**

Name of Business or Individual: _____

Phone No. () _____

Business Address: _____

EIN / SSN: _____

City, State: _____

Zip: _____

Gross Taxable Sales: _____ Tax Rate: **Washoe - 7.725%**

Sales Tax Due: _____

Signature: _____

Assigned Space No.: _____

Owner/Partner/Corporate Officer

Pursuant to NRS 372.055 every vendor who makes sales more than twice in a twelve (12) month period must register as a seller in the State of Nevada.

If payment is by check or money order, please make it payable to the Department of Taxation for the

Promoter's Copy

full amount of sales tax due. This return must be filed with Promoter even though no taxable sales were made.

TXR-01.04 ONE TIME RETURN

Rev 10-04-12

NEVADA DEPARTMENT OF TAXATION**ONE TIME SALES TAX RETURN**

PROMOTER MUST Remit Payment to the Address Below:

Submit with Payment to Promoter at Conclusion of Event

4600 Kietzke Lane

TID No.: **1014022266-001**

Reno, NV 89502

Attention: **RENO ONE-TIMES**

Number of Returns Issued: 78 To Be Returned By: 5/9/16

Name of Event: **Reno Earth Day**

Event Date(s): 4/24/16

Location of Event: **Idlewild Park**

Name of Business or Individual: _____

Phone No. () _____

Business Address: _____

EIN / SSN: _____

City, State: _____

Zip: _____

Gross Taxable Sales: _____ Tax Rate: **Washoe - 7.725%**

Sales Tax Due: _____

Signature: _____

Assigned Space No.: _____

Owner/Partner/Corporate Officer

Pursuant to NRS 372.055 every vendor who makes sales more than twice in a twelve (12) month period must register as a seller in the State of Nevada.

If payment is by check or money order, please make it payable to the Department of Taxation for the

Seller's Copy

full amount of sales tax due. This return must be filed with Promoter even though no taxable sales were made.

TXR-01.04 ONE TIME RETURN

Rev 10-04-012