



2020 Elko Christmas Bazaar

Vendor Application

Event Dates: Saturday, December 5th 9:00 – 5:00 p.m.
Sunday, December 6th 9:00 – 3:00 p.m.

Location: Elko Convention Center
700 Moren Way, Elko

Time:

Set-Up
Friday, December 4th 1:00 – 7:00 p.m.
Saturday, December 5th 7:00 – 8:30 a.m.

Take-Down
Sunday, December 6th 3:15 – 6:00 p.m.

Contact Info: The Terrace at Ruby View
775-738-3030
theterrace@elkoseniors.org

Mailing Address: **The Terrace at Ruby View**
Attn: Elko Christmas Bazaar
1795 Ruby View Drive
Elko, NV. 89801

Qualifications:

- Vendors should provide an adequate description of their product. **At least 2 pictures, sample of work, and website address where work can be viewed are required to be included with this application for judging.**
- The event reserves the right to reject applications that do not meet the standard as judged by our committee. This would be for work that is of poor quality or inappropriate. Our goal is to provide a quality experience for the vendor and patrons.
- Photos must be submitted by email to: theterrace@elkoseniors.org

Booth Spaces:

- Vendor spaces are approximately **8** feet wide and **10** feet long. Popups only allowed in a double front to back space. Please be courteous of other vendor's space.
- Limited numbers of booths have electricity available at an additional cost.
- Internet service may not be available.
- All food vendors (selling or sampling) must hold a valid permit with the Nevada Division of Public & Behavioral Health. Permits can be obtained online at <https://nvdpbh.aithent.com/Login.aspx>.
- Every vendor that makes sales of tangible products must lawfully collect sales tax.
- Please provide a list of names of all vendors/helpers working in your booth area 30 days prior to the event.

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Fees & Deadlines:

- \$100 deposit required per booth. **Deposit is non-refundable.**
- Full payment must be received by **Tuesday, October 6, 2020.** Failure to pay in full before the due date will cause vendor to lose reserved space and deposit.
- Method of Payment; cash, check, or money order. Please make payable to **The Terrace at Ruby View or ESAP.**
- We will not provide any refund for cancellations received after **Monday, November 2, 2020.**
- If booth spaces are still available after October 7, 2020 a \$50 late registration fee will be applied. Full Payment MUST accompany this registration form.

All Information Required: (Please Print)

Vendor Booth Name: _____

1st Vendor Name: _____ 2nd: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Primary e-mail: _____

Detailed list of what you are exhibiting: _____

Website/Facebook: _____

Booth Options: (Please check all desired options)

Item	Fee	Number	Subtotal
Approx. 8 x 10 Space <i>(does NOT include table or chairs)</i>	\$275 / first booth	<u> 1 </u>	\$ <u> 275.00 </u>
Additional Space	\$175 / each booth	_____	\$ _____
Table Rental 8' Skirted	\$25 / each table	_____	\$ _____
Chair Rental	\$10 / each chair	_____	\$ _____
Electricity (price may vary depending on volts)	\$30	Flat fee	\$ _____
Food Truck	\$200 / outdoor	_____	\$ _____
Non-Profit Space <i>(must provide tax exempt letter)</i>	\$125 / limited space	_____	\$ _____
Late Registration Fee	\$50	_____	\$ _____

Requested Booth Space(s): _____

Total \$

Release of Liability:

I hereby release and forever discharge The Terrace at Ruby View from any claims, personal liability, responsibility, loss or damage resulting from, or in connection with the Elko Christmas Bazaar.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Deposit - Date Paid: _____ Amount: _____ Check #: _____

Final Payment - Date Paid: _____ Amount: _____ Check #: _____

Booth number(s) assigned: _____

Paid in Full