

2021 Elko Christmas Bazaar



Vendor Application

Event Dates: Saturday, December 4th 9:00 – 5:00 p.m.
Sunday, December 5th 9:00 – 5:00 p.m.

Location: Elko Convention Center
700 Moren Way, Elko

Time: **Set-Up**
Friday, December 3th 1:00 – 7:00 p.m.
Saturday, December 4th 6:00 – 8:30 a.m.

Take-Down
Sunday, December 5th 5:15 – 8:00 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 and sample of work are required to be included with this application for judging.**
- The event reserves the right to reject applications, and or products, 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.
- Application and 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 be purchased from Frontier Communications. It is not provided by the The Terrace or ECVA
- All food vendors (selling or sampling) must hold a valid permit with the Nevada Division of Public & Behavioral Health.
- Every vendor that makes sales must lawfully collect sales tax.

Elko Christmas Bazaar Application

Fees & Deadlines:

- \$100 deposit required per booth at time of sign-up. **Deposits are non-refundable.**
- Full payment must be received by **Monday, November 1, 2021.** Failure to pay in full before the due date will cause vendor to lose reserved space and deposit. **There will be no refunds for cancellations after this date.**
- Method of Payment; Major Credit Cards, Cash or Check. Please make payable to **The Terrace at Ruby View or ESAP.**
- If booth spaces are still available after November 1, 2021 a \$50 late registration fee will be applied and full payment MUST accompany registration form.

All Information Required: (Please Print)

Vendor Booth Name: _____

Vendor Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone 1: _____ Phone 2: _____

E-mail: _____

List of what you are exhibiting: _____

Booth Options: (Please check all desired options. Pricing is in advance. There will be higher pricing the day of the event)

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 (Max 3 per booth)	\$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: _____		<input type="checkbox"/> Paid in Full