

33rd Annual RSVP Spring Celebration and Carnival
 Thursday, May 10th through Sunday, May 13th, 2018
 Mills Park, Carson City, Nevada

EXHIBITOR CONTRACT
 (Type or Print Complete Information)

EXHIBITOR INFORMATION (PLEASE PRINT)

BUSINESS/ORGANIZATION NAME:	
COMPLETE MAILING ADDRESS:	
COMPLETE NAME OF PERSON TO CONTACT:	
PHONE NO.	FAX NO.
EMAIL:	

EXHIBIT SPACE INFORMATION

SPACE TYPE	SIZE	COST
OUTSIDE SPACE (FOOD)	Up to 20' X 20'	\$395.00
OUTSIDE SPACE (NON-FOOD)	20' X 20'	\$350.00
	10' sales front x 10' deep	\$195.00

RSVP does not provide booths or displays, display tables, lights, or extension cords or pigtails. Exhibitor must supply a standard 50 to 100-foot extension cord. All Electrical requirements are provided through a six-outlet drop box. Electrical services are described by identifying the number of plug receptacles on a drop box, which each have two 110V outlets with a total of 8 AMPS per cord. The Parks Department requires exhibitors to sign for each electrical drop cord provided for their use. RSVP does not provide hoses for water usage.

BASIC UTILITIES PROVIDED FOR EACH SPACE AT NO ADDITIONAL COST

ELECTRICITY – 1 Cord (maximum of two 110V outlets) – Total amperage must not exceed 8 AMPS. Exhibitor must supply a standard 50 to 100-foot extension cord per outlet. Power strips may also be used.
WATER – Is water needed? Circle YES or NO Purpose of water usage _____

Electrical Planning – Please consider the number of items you will need to run on electricity in your booth. Don't forget lighting inside the booth for the evening hours as well as all the powered items needed to cook, especially older microwaves (if you are a food vendor). Plan how each lamp or other appliance will plug into a power strip and be run back via an extension cord to your 110V outlets. Plan to have extension cords of a heavy enough gauge to carry the electrical load safely. Ordinary interior household extension cords are NOT ALLOWED.

ELECTRICAL OPTION	COST	DESCRIPTION
OPTION A	\$20.00	2 Cords (maximum of four 110V outlets) – Total amperage must not exceed 16 AMPS. Exhibitor must supply a standard 50 -100-foot extension cord for each outlet.
OPTION B	\$25.00	4 Cords (maximum of six 110V outlets) – Total amperage must not exceed 32 AMPS. Exhibitor must supply a standard 50 -100-foot extension cord for each outlet.
OPTION C	\$35.00	220V Hookup (This is only for food vendors. Please contact Anita Moreno to discuss needs)

RSVP Fair Coordinator is Anita Moreno (775) 687-4680 ex 110. Beginning Wednesday, May 9th, 2018 and during the run of the event, she can best be reached at (707) 889-3677.

OVERNIGHT CAMPING

Overnight camping is \$10.00 per vehicle, per night near or next to the vendor booths. Power MAY BE available, water is not. Each vehicle MUST display a special parking pass to remain in the park outside of fair hours. These will be handed out during set-up by RSVP staff.
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EVENT SCHEDULE

DAYS AND HOURS OF FAIR		
Wednesday, May 9 th , 2018	Set-up Starts at 10 AM	10:00 a.m. – 5:00 p.m. No cars or trailers on grass before 10 AM!!
Thursday, May 10 th , 2018	Set-up Starts at 10 AM	10:00 a.m. – 5:00 p.m. No cars or trailers on grass before 10 AM!!
Thursday, May 10 th , 2018	Health Dept. Inspection for Food Vendors	3 p.m. until complete
Thursday, May 10 th , 2018	Fair Hours	5:00 – 10:00 p.m.
Friday, May 11 th , 2018	Fair Hours	5:00 – 10:00 p.m.
Saturday, May 12 th , 2018	Fair Hours	Noon – 10:00 p.m.
Sunday, May 13 th , 2018	Fair Hours	Noon – 8:00 p.m.
Monday, May 14 th , 2018	Vendor Tear-Down	9:00 a.m. – 11:00 a.m.
ALL VENDORS MUST HAVE ALL	EQUIPMENT OFF THE GRASS	BY 11:00 a.m.

VENDOR SET-UP

To protect the grass, please do not park cars or trailers on the grass before 10:00 a.m. Booth space is assigned on a first-come, first-served basis based on date contract is received. On set up day, RSVP Fair Coordinator will direct you to your assigned space. Depending on available space, one vehicle or trailer may be allowed behind your booth. **Due to Carson City Fire Lane requirements, you may not set-up any part of your display outside of your assigned booth area. If you have awnings, tables or other signage that exceeds the front vertical plane of your booth, it must be set back off the designated front line to accommodate it.**

VENDOR TEAR-DOWN AND CLEAN-UP

Exhibits may be dismantled after the fair closes at 8:00 p.m. on Sunday, May 13th or at 9:00 a.m. on Monday, May 14th, 2018. Vendors must clean their area before leaving and we would appreciate it if you could pay special attention to picking up cut zip ties used to erect your booth or display merchandise. **Food vendors must dispose of grease in the receptacle provided near the restrooms. Cardboard boxes must be flattened and placed in the dumpster provided. All vendors must be out of the park by 11:00 a.m. on Monday, May 14th, as that is when the park sprinkler system is activated and RSVP is no longer renting the park.**

IMPORTANT NOTE – SALES TAX

Vendors must deliver their sales tax forms to Fair Coordinator before you tear-down your booth. You will receive Nevada Sales Tax forms.

PROTECT MILLS PARK

RSVP rents Mills Park from the City of Carson City. All vendors must be mindful of park features such as trees, children's railroad track/ crossings, sprinkler heads and boxes, electrical cords/water piping and other existing features, especially during set-up and tear-down. A separate handout will be distributed during set-up showing how far you must stay away from each feature. If damage by a vendor does occur and the Parks Department chooses to charge RSVP, the vendor will be responsible for the charges.

LICENSES AND PERMITS

Food vendors must obtain a health permit at least 10 days prior to start of the event. Health permits must be obtained at: Carson City Health Department, 900 E. Long Street, Carson City, NV 89701. The contact is Cherie Santillo, and her phone number is (775) 887-2190. Vendors will also need a temporary business license for the City of Carson City, this will be arranged by RSVP as part of the vendor space rent paid. Nevada State tax information will be provided. **All vendors must also include with your application, proof of Commercial General Liability insurance, with RSVP and Carson City as additional insured.**

SECURITY

RSVP provides an overnight armed security officer, 11:00 p.m. to 8:00 a.m. on Thursday, Friday and Saturday; however, RSVP is not responsible for exhibitors' belongings. Please do not leave valuables in your booth when you are not there. Reserve and regular Sheriff's deputies will be on hand during Fair hours and will patrol the grounds.

MERCHANDISE DELIVERY

Please do not have merchandise delivered to the RSVP office. Merchandise must be delivered to you via UPS or FedEx as USPS will not deliver to your booth. The address of the park is 1111 East William St., Carson City, NV 89701. Please include a cell contact number on the package to facilitate UPS/FedEX or other carriers being able to make delivery. RSVP cannot accept any deliveries at our offices.

PETS

Pets of any kind are not allowed in the park. If you arrive with pets, they must remain in your trailer at all times, no exceptions. Violation is subject to a fine by the City. Service animals are the only exemption.

EXHIBIT SALES

You may sell or take orders for your merchandise at the Fair. RSVP does not take a percentage of your sales but is required to provide Nevada State tax information packs to each vendor. These will be distributed during setup by RSVP staff. Instructions will be given on where to turn in completed tax forms at that time.

NEW – PLEASE READ CAREFULLY! STAKING AND SECURING OF VENDOR BOOTHS

Carson City can have significant winds that can arrive without notice and cause damage to canopies and other erected structures. Please make sure that your pop-up or the tenting you use for cover is staked to the ground using one of the methods noted below. Coffee cans filled with cement, cinderblocks and standard tent pegs ARE NOT SUFFICIENT to keep your booth from blowing into our guests if the winds pick up. These methods can also become flying projectiles on their own and cause additional damage.

Accepted forms of staking structures down are: cement form stakes (available at Lowes or Home Depot) with 1” wide strapping or rope to secure them, 5 gallon or higher water pails (filled) or a suitable alternate method. All booths will be inspected during set up and insufficient means of tethering will be upgraded at the booth owner’s expense. All booths should have sides attached at closing to reduce the risk of damage to or theft of merchandise during the hours that the event is closed.

Thank you for adhering to these simple rules and regulations which are designed to ensure a safe and successful event!

Whereas, EXHIBITOR desires the NON-EXCLUSIVE PRIVILEGE to conduct an exhibit within the RSVP Nevada Day Celebration and Carnival during the period of this year’s event to be held at Mills Park, Carson City, Nevada.

Now, therefore, the parties hereto agree as follows:

1. RSVP Fair Coordinator allows EXHIBITOR – commencing on the 9th day of May, 2018 at Carson City, Nevada, and terminating on the 14th day of May, 2018 – to occupy exhibitor space subject to terms and conditions of this contract. RSVP Fair Coordinator will assign space(s) to EXHIBITORS upon their arrival.
2. In the case of any dispute as to the meaning of any provision of this contract or other rules or regulations affecting the Fair, **the decision of RSVP MANAGEMENT shall be final.**
3. Failure of EXHIBITOR to comply in any respect with the terms and conditions of this contract may, at the option of RSVP MANAGEMENT, be deemed a material breach of this contract. In such event, RSVP MANAGEMENT may terminate the contract, and on such termination, may reoccupy the exhibit space in any manner deemed for the best interest of RSVP. RSVP does not refund space fees.
4. This contract shall be binding upon and inure to the benefit of the successor and assigns of the party hereto.

5. TOTAL CONTRACT SERVICES

QUANTITY	DESCRIPTION (AS LISTED ABOVE)	COST EACH	TOTAL COST
	OUTSIDE FOOD SPACE	\$395.00	\$
	OUTSIDE NON-FOOD SPACE	\$350.00	\$
	ELECTRICAL OPTION A	\$ 20.00	\$
	ELECTRICAL OPTION B	\$ 25.00	\$
	ELECTRICAL OPTION C	\$ 35.00	\$
			\$
	NON-FOOD SPACE 10' x 10' ONLY	\$195.00	\$
	CAMPING PER VEHICLE PER NIGHT	\$ 10.00 x _____ Nights =	\$
TOTAL CONTRACT COST			

6. EXHIBITOR agrees to sell ONLY the items shown below. Any items not listed may not be displayed or sold. If other items are brought in, EXHIBITOR will be required to remove them. RSVP will remove any items from your list if not approved, and will explain the reason in the space below the list of items. If exhibitor desires to cancel the contract because of items removed by RSVP, he must do so in writing within ten calendar days. RSVP will NOT be responsible for receiving or holding any goods shipped to the Fair site.

CONTRACT ITEMS- Describe items as needed

Comments regarding items removed from list submitted: _____

NOTE: PAYMENT IN FULL MUST ACCOMPANY CONTRACT/RSVP DOES NOT REFUND SPACE FEES

AUTHORIZATION TO CHARGE TO YOUR CREDIT CARD

You may charge your vendor space to your credit card by completing the following:

Card Number: _____ Expiration Date: _____

Type of Card _____ Visa _____ MasterCard _____ Zip code of Address Where Card is Delivered: _____

Holder (Please Print): _____ Amount to be charged: _____

Signature: _____ Date: _____

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE ENTERED INTO THIS CONTRACT ON THE DATE ACCEPTED BY RSVP MANAGEMENT SHOWN BELOW:

FOR THE EXHIBITOR: I have read the foregoing contract and agree to abide by the RSVP MANAGEMENT'S rules and regulation, and contract terms.

SUBMITTED BY:

EXHIBITOR BUSINESS/ORGANIZATION _____

BY (SIGNATURE) _____ DATE _____

TITLE _____

ACCEPTED BY:

RSVP MANAGEMENT

P.O. Box 1708

Carson City, NV 89701

(775) 687-4680 ext 110

FAX (775) 687-4494

E-mail: amoreno@nvrsvp.com or visit us at www.nevadaruralrsvp.org

BY (SIGNATURE) _____ DATE _____

TITLE _____

An executed copy of this contract will be mailed or emailed back to Vendor when countersigned by RSVP Fair Coordinator.