



**(VENDOR)**  
**Children's Festival**  
**Winchester Park, April 20, 2024**  
**Saturday: 10 a.m. – 3 p.m.**  
**BOOTH SPACE APPLICATION & AGREEMENT**

Company Name: \_\_\_\_\_ Company Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

TAX ID# \_\_\_\_\_ AND **Business License#** \_\_\_\_\_

SNHD Permit #/Type \_\_\_\_\_

**SOCIAL MEDIA SOURCES (Facebook, Instagram & Twitter)**

**ADDRESS**

SOCIAL MEDIA SOURCES (Facebook, Instagram & Twitter)	ADDRESS

**EXHIBITOR REQUIREMENTS:** All applications will be screened for compatibility with this event and the event needs. Application must be filled out completely for consideration. "ALL" vendors with Clark County Parks and Recreation will need to include a photograph of the set-up and products.

**PRICING:** Prices are available according to the rates on page 2.

**Our applications are due by Friday, March 1st, 2024 at 7:00 p.m.** A postmark date of March 1st will **NOT** suffice for applications received on time.

**ACCEPTANCE:** If accepted, ALL paperwork and full payment must be returned to Winchester Dondero Cultural Center **no later than Friday, March 8th, 2024 at 7:00 p.m.**

**SET-UP:** Booth footprint **MUST** be within the confines of the area that was designated by Clark County Special Events. Please stay within the marked location provided. If none is given please confirm with Vendor Coordinator before officially setting up.

**NO STAKING ON PARKGROUNDS!**



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**BOOTH SPACE PRICING**

**MADRUGADO SPECIAL (Early Bird Special):**

If Paid **ON OR BEFORE** Friday, March 15th, 2024

**VENDOR FEES**

- 10x10 Tent** - \$100
- 10x20 Tent** - \$200

- After March 15, 2024 the fee will be \$150 or \$250

Please list below what you will be selling at your booth.

**ALL new vendors with Clark County Parks and Recreation will need to include a photograph of your set-up and products.**

**VENDORS PLEASE LIST ALL ITEMS TO BE SOLD WITH PRICING.**

*(All exhibitors must fill out this section)*

ITEMS	PRICE
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$



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PAYMENT

**DO NOT submit payment/certificate of insurance (COI) until after acceptance.**

- PAYMENT TYPE - CASHIER CHECK/MONEY ORDER **ONLY** \*\*No personal checks will be accepted under any circumstances, corporate checks may be accepted on a case by case basis \*\*
- PAYABLE TO - Clark County Department of Parks and Recreation (*Please supply copies of insurance, permits, and additional requirements at time of payment*)
- MAIL TO - Clark County Parks and Recreation | Attn: Julianna Navis | 3130 S. McLeod Dr. Las Vegas, NV 89121.
- RETURNED CHECKS – Subject to a \$25.00 insufficient funds fee as well as a \$50.00 re-processing fee for the new payment **NO EXCEPTIONS**

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**USEFUL INFORMATION**

PERMITS

1. Southern Nevada Health Department at 702-383-1251.(Food or open container).  
<http://www.southernnevadahealthdistrict.org/permits.php>
2. Clark County Fire – (tents over 400 sq feet, or generators w/ 50 gallons of fuel or more)  
[http://www.clarkcountynv.gov/Depts/development\\_services/Forms/Temporary\\_Operational\\_Fire\\_Permit.pdf](http://www.clarkcountynv.gov/Depts/development_services/Forms/Temporary_Operational_Fire_Permit.pdf)

LICENSING

- Business Licensing – (STATE & COUNTY)  
<https://www.nvsilverflume.gov/startBusiness>  
[http://www.clarkcountynv.gov/depts/Business\\_license/general\\_business/Pages/Forms.aspx](http://www.clarkcountynv.gov/depts/Business_license/general_business/Pages/Forms.aspx)
- Department of Taxation – (Sales Tax)  
[http://tax.nv.gov/uploadedFiles/taxnv.gov/Content/Forms/Sales\\_and\\_Use\\_Tax\\_Return\\_07-01-09.pdf](http://tax.nv.gov/uploadedFiles/taxnv.gov/Content/Forms/Sales_and_Use_Tax_Return_07-01-09.pdf)

REFUNDS

No refunds will be given.

**Any questions or concerns focused on this event or application can be communicated via,**

**Email: [julianna.navis@clarkcountynv.gov](mailto:julianna.navis@clarkcountynv.gov)**

**Or**

**Phone: (702) 455-7031**



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**TERMS AND CONDITIONS FOR ALL VENDORS**

1. Vendor shall submit the required paperwork by March 1st, 2024 or their vending space may be forfeited.
2. Vendor is required to be open on April 20, 2024 by 9:00 a.m. for the duration of the entire event.
3. Closing before or staying open after the end of the event is grounds for exclusion from participating at future events.
4. Vendor must post prices in a legible manner and in a visible space on their booth. Vendors will only be allowed to sell items that have been approved in writing by the Children's Festival Committee.
5. **INSURANCE: YOU MUST BE COVERED!** Vendor will provide public liability and property damage insurance in an amount not less than One Million Dollars (\$1,000,000) per occurrence, Two Million dollars (\$2,000,000) aggregate. The Department of Parks and Recreation must receive the certificate of insurance no later than five (5) working days prior to the event. Vendor is solely responsible for all **personal property at all times**. See Included Sample.
6. Clark County will not allow the sale of merchandise at the event that offends community standards or depicts illegal drug use or paraphernalia.
7. **FIRE INSPECTION:** Vendors will be required to have, on site, a fire extinguisher with a minimum rating of 2A10B:C and a licensed Nevada fire protection company must have serviced it within the last year. These extinguishers must bear a tag with the servicing information. If you will be using any type of frying appliance, including commercial grade deep fryers, woks, pots, etc. they will need a fire extinguisher that is a K class, in addition to the C class. A licensed Nevada state fire protection company must also have serviced this extinguisher within the last year, and a No Smoking sign must be posted. *Please see attached addendum for additional fire code requirements.*
8. **SUBLEASING:** Vendor may not sublease their space, unless pre-arranged with Clark County Special Events. Sublease in this use includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor's space.
9. **INDEMNIFICATION:** Contractor agrees, by signing below, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of contractor or its principals, employees, subcontractors or other agents while performing services under this contract.



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## TERMS AND CONDITIONS FOR ALL VENDORS

10. **HEALTH PERMIT (IF APPLICABLE):** Food Vendors or Tasting Booths (including bottled water, soda, etc) must obtain a temporary food permit from the Southern Nevada Health District. Events operated on County Property MUST obtain a temporary permit from the Clark County Health District. These temporary food permits must be available on site. The Clark County Health District will charge a late fee for permits not obtained 7 days in advance. You will not be allowed to open if you do not have a health permit. Health District regulations must be followed during the event. Any questions regarding temporary permits should be deferred to the Health Department at 702-759-1110.
11. **SALES TAX:** Nevada State Law states that all vendors must pay sales tax on goods sold in Nevada. Vendors are responsible for keeping track of their sales, and paying current applicable Nevada State Sales Tax at the end of the event. If you are forced to close by any government agency for failure to obtain your necessary permits and/or licenses, Clark County is not liable and will not refund fees. **NO EXCEPTIONS.** Any questions should be directed to Nevada's Department of Taxation at 702-486-2300. Anyone failing to pay taxes will be prohibited from vending in future events.
12. **Consumption of alcoholic beverages or controlled substances by vendors at their booth is prohibited.** Under no circumstances are controlled substances allowed on the event site. Anyone with controlled substances in their possession on the event site is subject to immediate expulsion and /or arrest.
13. Potable water is available on a limited basis. Use of potable water will require written advance notice. If granted permission, vendors will be responsible for their own hook ups and transport of water (including a hose).
14. All business or other activity, for which the vendors have rented space, must be conducted within the designated booth space only. No distribution, canvassing, flyers, or vending of any kind may be done while strolling through the event grounds.
15. No animals allowed –please leave your pets at home. Certified service animals accepted. Failure to comply will mean expulsion from future events



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**TERMS AND CONDITIONS FOR ALL VENDORS**

16. Set-up information will be e-mailed to you upon acceptance.
  17. All tents larger than 20' x 20' are required to have a certificate of fireproofing certification.
  18. Vendors must provide their own tents, tables, chairs, shade cover/tent, lights, generators (if needed, etc.
  19. Refrigeration units may be no larger than purchased booth size. Only cold food storage will be allowed behind food vendors. Clark County Parks and Recreation will not permit storage of any vendor food in county operated areas. **NO EXCEPTIONS.**
  20. No political signs are permitted.
  21. No carts or motorized vehicles during event hours **without prior approval from Clark County.**
  22. Vendors must be completely off park grounds immediately following the event. Failure to comply will result in potential expulsion from future Clark County events.
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**SUBMISSION OF THIS APPLICATION AND PAYMENT OF FEE DOES NOT GUARANTEE A SPACE.**

**I HAVE READ THIS ENTIRE APPLICATION AND SHALL COMPLY WITH ALL TERMS AND CONDITIONS.**

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_





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## UNIFORM FIRE CODE

### SECTION 3202- DEFINITIONS

**Tent/Canopy** is a temporary structure enclosed or shelter constructed fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

### SECTION 3205- ACCESS, LOCATION AND PARKING

**3205.2 Location and Parking.** Tents shall not be located within 20 feet (6096 mm) of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guywires shall be considered as part of the temporary membrane structure, tent or canopy.

### SECTION 3208-PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be provided in accordance with Sections 1002 and 1005.2.7.

### SECTION 3211- MEANS OF EGRESS

Curtains shall be free sliding on a metal support. The support shall be a minimum eight feet (2438 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtains obstruct the exit.

### SECTION 3213- MEANS OF EGRESS ILLUMINATION

Means of egress shall be illuminated with light having an intensity of not less than one footcandle (10.76 lx) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power when required by Section 3214.2.

### SECTION 3214- EXIT SIGNS

**3214.2 Illumination.** Exit signs in temporary membrane structures, tents and canopies with occupant loads of more than 100 persons shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner





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## UNIFORM FIRE CODE

### SECTION 3215- SOURCE OF IGNITION

**3215.1 Smoking.** Smoking shall not be permitted in temporary membrane structures, tents or canopies or in adjacent areas where hay, straw, sawdust or other combustible materials are stored or used. NO SMOKING signs shall be conspicuously posted.

### SECTION 3216- COOKING AND HEATING

**3216.1 General.** Cooking and heating shall be in accordance with Section 3216. Cooking and heating equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved, or in accordance with the Mechanical Code.

Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.

Tents where cooking is performed shall be separated from temporary membrane structures, other tents and canopies by a minimum of 20 feet (6096 mm).

Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) from a temporary membrane structure, tent or canopy.

### SECTION 3217- FLAMMABLE AND COMBUSTIBLE LIQUIDS

**Flammable and Combustible Liquid Storage.** Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15,240 mm) from temporary membrane structures, tents and canopies. Storage shall be in accordance with Article 79.

**Refueling.** Refueling shall be performed in an approved location not less than 20 feet (6096 mm) from temporary membrane structures, tents, and canopies.

**3221.4 Waste Material.** The floor surface inside temporary membrane structure, tent or canopy and the grounds outside and within one 30-foot (9144mm) perimeter shall be kept clear of combustible waste. Such waste shall be stored in approved containers until removed from the premises.

### SECTION 3219- GENERATORS

Generators and other combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet (6096mm) and be isolated from contact with the public by fencing, enclosure or other approved means.



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### **Article 32 – Tents & Temporary Structures:**

Tents size of 200 square feet or more & canopies of 400 square ft. or more shall be permitted by the Clark County Fire Department.

Structures shall not be located within 20 feet of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles, internal combustions engines.

All structures must provide a flame retardant certificate for each structure.

Each structure permitted or non-permitted size shall have a minimum of a 2A10BC fire extinguisher. Each cooking structure shall have in addition to the 2A10BC a class K extinguisher.

There shall be no open flame in or within 20 feet. Outdoor cooking that produces sparks/grease-laden vapors shall not be performed in or within 20 feet of temporary membrane structures.

LP-Gas containers shall be located outside and five feet from temporary membrane structures with safety release valve facing away from the structure.

Extension cords for heating and cooking equipment shall be UL approved, listed for outdoor use and plugged into an approved receptacle.

No smoking shall be posted in all temporary membrane structures, so as to be visible to all occupants.

### **NFPA 160 – Flame Effects**

To use or produce any flame effects, a permit must be obtained from the Clark County Fire Department (CCFD), and the Nevada State Fire Marshal must license the user of such special effects.

### **Article 11 – Recreational Fires**

The CCFD and CC Air Pollution Office require a permit. Recreational fire shall not be conducted within 25 feet of combustible material unless contained in an approved manner, as approved by this office.



**( CRAFT VENDOR )**  
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CLARK COUNTY CERTIFICATE OF INSURANCE					ISSUED DAY (MM/DD/YY)	
<b>PRODUCER</b> 1. <b>INSURANCE BROKER'S NAME</b> <b>ADDRESS</b> <b>CONTACT NAME</b> <b>PHONE &amp; FAX NUMBERS</b>		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			<b>3. BEST'S RATING</b>	
<b>INSURED</b> 2. <b>INSURED'S NAME</b> <b>ADDRESS</b> <b>PHONE &amp; FAX NUMBERS</b>		COMPANIES AFFORDING COVERAGE				
		COMPANY A LETTER				
		COMPANY B LETTER				
		COMPANY C LETTER				
		COMPANY D LETTER				
COMPANY E LETTER						
<b>COVERAGES</b> THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
4.	GENERAL LIABILITY	(A)	(B)	(C)	GENERAL AGGREGATE	\$(D) 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG.	\$(E) 2,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR.				PERSONAL & ADV. INJURY	\$(F) 1,000,000
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE	\$(G) 1,000,000
	<input type="checkbox"/> UNDERGROUND EXPLOSION & COLLAPSE				FIRE DAMAGE (Any one fire)	\$(H)
	<input type="checkbox"/> INDEPENDENT CONTRACTOR				MED. EXPENSE (Any one person)	\$(I)
						\$
5.	AUTOMOBILE LIABILITY	(J)	(K)	(L)	COMBINED SINGLE LIMIT	\$(M) 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	\$
	<input type="checkbox"/> HIRED AUTOS					
<input type="checkbox"/> NON-OWNED AUTOS						
<input type="checkbox"/> GARAGE LIABILITY						
EXCESS LIABILITY					EACH OCCURRENCE	\$
<input type="checkbox"/> UMBRELLA FORM					AGGREGATE	\$
<input type="checkbox"/> OTHER THAN UMBRELLA FORM						
6.	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS	
					EACH ACCIDENT	\$
					DISEASE/CMPOLICY LIMIT	\$
					DISEASE/EACH EMPLOYEE	\$
				AGGREGATE	\$	
7. DESCRIPTION OF PROJECT: PROJECT NUMBER; PROJECT DESCRIPTION; CLARK COUNTY, ITS OFFICERS, EMPLOYEES AND VOLUNTEERS, ENTER OTHER ARE INSUREDS WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE NAMED INSURED IN CONNECTION WITH THIS PROJECT.						
8. CERTIFICATE HOLDER <b>CLARK COUNTY, NEVADA</b> <b>C/O PURCHASING AND CONTRACTS DIVISION</b> <b>500 S. GRAND CENTRAL PKY 4<sup>TH</sup> FL</b> <b>BOX 551217</b> <b>LAS VEGAS, NV 89155-1217</b>  The Certificate Holder is named as an additional insured.			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.			
			9. NEVADA RESIDENT AGENT SIGNATURE (NRS 680A.300)			