

Pacific Island Festival of Reno

24-26 July 2009

Vendor Guidelines

Pacific Exchange Productions (PEP) welcomes all Food and Arts & Craft vendors to apply for booth space at **Pacific Island Festival of Reno** to be held in the "The Biggest Little City in the World" July 24-26, 2009. Booth space location will be determined by earliest postmark of application.

Hotel Accommodations

Silver Legacy Hotel-Casino is offering all **Pacific Island Festival of Reno** vendors special room rates at **\$65** mid-week (*Sun-Thurs*) and **\$95** weekend (*Fri-Sat*). For these room rates, call toll-free **(800) 687-8733** and request special room rate code "**Island9**" prior to midnight **July 1, 2009**

Booth Space Fees / Deadline

Arts & Craft vendors: **\$300** per 15'x15' max space

Food vendors: **\$500** per 15'x15' max space

Tables, chairs, canopy and electricity are optional and must be ordered in advance on Vendor Application form. Vendor occupying 1 space providing own canopy or tent cannot exceed 10'x10'. Vendors occupying 2 or more spaces providing own canopy or tent exceeding 20'x20', must comply with City of Reno codes.

Fees must be paid by cashiers check or money order payable to *Pacific Exchange Productions* and must be submitted with application on or before **June 20, 2009**. ***No personal or business checks accepted.*** ***Incomplete applications will be returned.*** In the event application is returned, vendor must resubmit on or before deadline date for approval. Applications received after deadline date may be considered only if space available.

Confirmation and map of available spaces will be emailed / mailed upon receipt of application and space fees. All space selection is on first-come first-served basis which is determined by earliest postmark date of Application. Vendor space cannot be changed at anytime during the Pacific Island Festival of Reno.

Security Deposit: \$100

A security deposit is required for all vendor spaces which must be included with Application. Security deposit will be accepted by business or personal check made payable to *Pacific Exchange Productions*. Damage to City of Reno property and optional booth space items will be deducted from security deposit. Damages exceeding security deposit will be assessed to vendor business owners. Security deposit will be returned by mail upon approval by Vendor Coordinator.

Permits and Licenses

License fee to operate business in the City of Reno at **Pacific Island Festival of Reno** is included in booth space fee. Additional fees may be charged to food vendors by City of Reno. *Pacific Exchange Productions* is required by law to provide a list of vendors to the City of Reno. All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed.

All food vendors are responsible to obtain a Temporary Food Permit from the Washoe County Health District. Food vendors will not be allowed to operate without a valid permit. Permits must be displayed in booth during entire festival.

For more information go to http://www.co.washoe.nv.us/health/ehs/tf_requires.html

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Restricted Items

Pacific Exchange Productions reserves the right to sell official licensed goods such as t-shirts and any other **Pacific Island Festival of Reno** and **Heiva i Reno** items. *PEP* also reserves the right for sales of all soda, soft drinks (bottled or canned), and bottled water. Sales of these items are prohibited by any vendor.

Vendor Space Requirements

- ✿ All vendors are responsible for daily clean-up of assigned space and breakdown at close of Festival. Both inside and outside of booth space must be kept neat and tidy during entire festival.
- ✿ Food vendors are required to adhere to all Washoe County Health District requirements and must display Temporary Food Permit in booth during entire festival.

Hours of Operation – Set-up / Breakdown

- ✿ All vendors are required to meet with Vendor Coordinator on Thursday, July 23RD for space location, vehicle access to booth space, set-up time for Friday, July 24TH and festival updates.
- ✿ All vendors must be set up and ready to open each day by designated time and must remain open until close of festival each day.
- ✿ **Breakdown:** Sunday, July 26TH, 5pm Vendor Coordinator or associate will inspect breakdown and clean-up of booth space at end of festival and have vendor sign check-out form. Failure to complete breakdown inspection and sign check-out form may result in loss of Security Deposit.

Parking and Vehicle Access

Vendor parking information will be provided in confirmation email. One parking pass per vendor for each day will be provided. Additional vehicles and/or oversize vehicle pass shall be vendor responsibility.

Security

Security personnel will be on site daily to ensure a safe and enjoyable event. There will be overnight security, however, any items left overnight at the facility are at vendor's risk. Overnight sleeping in booth is not permitted under any circumstances. ***Silver Legacy Hotel-Casino, Pacific Exchange Productions, City of Reno*** or any other sponsoring organization ***will not*** be held responsible for theft, loss or damage to personal property.

Liability

Silver Legacy Hotel-Casino, Pacific Exchange Productions, City of Reno or any other sponsoring organization do not carry nor will provide accident insurance to cover participants. Involvement in the **Pacific Island Festival of Reno** is at own risk. A “No Harm Blame” statement is included in the Application.

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Vendor Application

Application must be filled out completely and returned by mail including cashiers check or money order for vendor space and option item fees. **Personal or Business checks not accepted**

Applications postmarked after **June 20, 2009** may not be considered.

Name of Business	Bus Phone
Name of Owner(s)	Cell Phone
Address	Fax
City	Email
State, Zip	Website

Include the following items: (indicate number of items)

Total fees

_____ 15'x15' Arts & Craft space x \$300 per space (Refundable security deposit of \$100.00 per space to be included in separate check)	\$ _____
_____ 15'x15' Food Vendor space x \$500 per space (Refundable security deposit of \$100.00 per space to be included in separate check)	\$ _____
_____ Electric hook-up circuits x \$50.00 each	\$ _____
_____ 6 foot tables x \$15 each (not available at festival if not pre-ordered)	\$ _____
_____ Skirt for 6' table x \$25 each (not available at festival if not pre-ordered)	\$ _____
_____ Chairs x \$1 each (not available at festival if not pre-ordered)	\$ _____
_____ Canopy x \$100 (10'x10') (not available at festival if not pre-ordered)	\$ _____
_____ Canopy Sides x \$2 linear feet (not available at festival if not pre-ordered)	\$ _____

Note: *Prices may be subject to change*

Grand total \$ _____

Payment Method: Cashiers check or money order **only** will be accepted and must be enclosed with application. *No personal or business checks accepted.* Refundable security deposit may be included with cashiers check or money order for space fee payment or separately by business check, cashier check or money order.

Cashier Check or money order to be made payable to

PACIFIC EXCHANGE PRODUCTIONS

Please provide the following information for Vehicle Access & Parking Pass

Auto SUV Truck Truck w/ Trailer Oversize Vehicle (describe below)

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Vendor Acknowledgement and Acceptance

- ✿ I hereby submit this application to participate as Vendor in the **Pacific Island Festival of Reno**. I hereby understand all space fees are final and that refunds and cancellations will not be honored.
- ✿ I hereby acknowledge receipt of the Vendor Guidelines and will comply with all event rules and regulations as stated in all the above.
- ✿ I hereby agree to hold harmless and indemnify Pacific Exchange Productions, Silver Legacy Hotel-Casino, NEWCO, City of Reno and any sponsoring and supporting organizations for this event from any liability, claim or demand due to injury to any person or property which may arise from participation in the **Pacific Island Festival of Reno**.
- ✿ I hereby understand there will be overnight security, however, any items left overnight are at own risk.
- ✿ I hereby understand the security deposit will be refunded under the condition booth space is clean at time of breakdown and no damage or loss of booth space optional item(s).
- ✿ I hereby understand that security deposit will **not be** refunded due to damage of City of Reno property and damage or loss of booth space optional items.
- ✿ I hereby understand I will be charged for damages exceeding security deposit and will submit payment for damages to appropriate agency within 15 days of receipt of inspection notice.
- ✿ I hereby understand that no fees will be refunded due to the cancellation of the event due to acts of God or events beyond the control of Pacific Island Festival of Reno.

Signature: _____

(Not valid without signature)

Date: _____

Return Application with applicable fees and Security Deposit to:

Pacific Exchange Productions
42285 Osgood Road, Unit D
Fremont, California 94539

Deadline for Application Form: June 20, 2009

For Pacific Exchange Productions Use ONLY

Number of spaces ____ x \$ _____ = _____ Date Received: Booth Location:	Security Deposit: Ck# _____ Date _____ Security Deposit check refunded [] Yes [] No
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EVENT ZONE INDEX MAP

