

**FOOD
VENDOR #** _____

OFFICE USE ONLY



Application Fee. \$15.00

*Non-refundable application
processing fee*

2017 Genoa Candy Dance Art & Crafts Faire • Food Booth

**Town of Genoa
P.O. Box 155
Genoa, NV 89411**

**Telephone: (775) 782-8696
FAX: (775) 782-2779
www.genoanevada.org**

Faire Dates: September 23-24, 2017

Please submit this application with a \$15 non-refundable fee to the Town of Genoa by **March 31, 2017**. Please read the Entrance Requirements and Faire Rules on page 2. A limited number of booth spaces are available.

LAST NAME _____ FIRST NAME _____

BUSINESS OR COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ ALT. PHONE _____

NUMBER OF YEARS ATTENDING CANDY DANCE FAIRE _____

EMAIL ADDRESS _____

Booth Size: 10 ft. X 10 ft. Booth Height: 8 feet or less Over 8 feet (See pg. 2 "Rules & Regs" # D., booth height)

Complete Description of Food, Beverages, Booth and Prices: _____
(Use a second sheet of paper and send it in with your application)

PLEASE NOTE: Thank you for your interest in the Candy Dance Faire. As a potential food vendor, you should be aware of the following:

- A.) The Nevada Division of Public & Behavioral Health requires a Temporary Food Permit to be obtained from the state at least 24 hours PRIOR to the event. State agents from NDPBH (4150 Technology Way, Ste 101, Carson City, NV) will be conducting inspections during the Genoa Candy Dance Faire event.
- B.) Booth Fee..... \$700 Electrical Fee..... \$50 **DO NOT SEND BOOTH FEE AT THIS TIME.**
- C.) Please provide a written description of your food product along with pictures of your booth set up and food products. Photos will not be returned.
- D.) Applications are reviewed individually based on the photos and written description of your food product.
- E.) Non-compliance with Faire requirements will precipitate immediate removal from the Faire.

HOLD HARMLESS AND RELEASE: In consideration of participation in any event on Town property, I hereby release and forever discharge the Town, its officers, agents, employees and representatives, and their respective heirs, successors and assigns, from any and all actions, causes of action, suits, proceedings, debts, dues, contracts, judgments, damages, claims, and/or demands whatsoever in law or equity that the undersigned, its successors or assigns, ever had, now have, or may have in the future in connection with the undersigned's participation in any event on Town property.

SIGNATURE OF APPLICANT _____ A signed copy of this form must be submitted along with \$15 check or money order. DATE _____

The \$15 application fee is a non-refundable fee. The photos submitted become the property of Town of Genoa. You will receive either a contract or a letter of non-acceptance after all applications have been reviewed. Thank you for applying to the Annual Candy Dance Arts & Crafts Faire.

2017 Genoa Candy Dance Art & Crafts Faire

SEPTEMBER 23–24, 2017 • Saturday & Sunday • Hours: 9 a.m. to 5 p.m.

ENTRANCE REQUIREMENTS FOR CANDY DANCE FOOD VENDORS

Please follow these criteria instructions or your materials will be returned to you.

ALL FOOD ITEMS MUST BE PROPERLY PREPARED OR PRESERVED ACCORDING TO STATE OF NEVADA HEALTH DEPT. RULES & REGULATIONS.

If descriptions and photos of ALL the food items are not included in the initial application, said food vendor will be asked to leave the show. **We will enforce these rules.**

- 1.) Send at least four 4" x 6" size photo prints of **current and new** food items – include at least 1 picture of each food item which must adhere to the following criteria:
 - Pictures must show food items that will be sold at the Candy Dance Faire.
 - Pictures of individual food items should include how they will be served. For example, on a plate, in a basket, in a wrapper, in a box, in a bottle or in a cup.

- Booth signage must include short descriptions of food items, prices, and warning signs, which should include information on any allergy related food items, such as nuts, dairy and seafood, or hot or spicy foods.

- 2.) Include essay (separate page) explaining the preparation of the food items, such as cooking method and ingredients, plus related information, and show experience. Be specific as to what shows you will be attending this year.

PHOTOS CANNOT BE ACCEPTED BY EMAIL OR ON A CD-ROM. DO NOT SEND PORTFOLIOS.

DO NOT DRAW PICTURES ON MATERIALS.

SUBMIT ESSAY ON SEPARATE PAPER FROM APPLICATION. PLACE VENDOR NAME ON UPPER LEFT CORNER OF ESSAY SHEET AND ON THE BACK OF EACH CURRENT PICTURE.

PLEASE NOTE: IF ANY OF THE ITEMS REQUESTED (INCLUDING PICTURES) ARE MISSING, THIS WILL RESULT IN A LOW SCORE AND POSSIBLE DISQUALIFICATION.

••• DO NOT SEND MORE THAN 10 PHOTOS! •••

Genoa Candy Dance Faire Rules and Regulations

Thank you for your interest in the Annual Candy Dance Art & Crafts Faire. As a potential vendor at this event, you should be aware of the following:

- A. All vendors will be considered on first come, first serve basis. **PLEASE NOTE:** We cannot guarantee assignment of booth spaces as requested.
- B. There is to be NO vendor parking on Town streets before, during, or after the Event. Parking lots are provided with shuttles to and from your booth. Vendors will be provided with a load-in and load-out procedure and schedule with their contract. **Vendors are required to comply with these procedures or further participation with the Genoa Candy Dance will be denied.**
- C. Early lodging accommodations are encouraged as space is limited. Please contact the Town Office for further information, (775) 782-8696.
- D. This is an outdoor even — uneven terrain, inclement weather and wind gusts can occur. Prepare your booth accordingly. Some booths are located beneath or near trees. If you have a booth with height requirements **over 8 feet**, please indicate on your contract when completing it.
- E. Load-in, set-up, sales, and/or delivery of items, is the sole responsibility of the vendor.
- F. Reporting of sales tax is the sole responsibility of the vendor. A Nevada Sales Tax form will be provided when you check in.
- G. **Pets or animals of any type are NOT permitted** on any Park property, other than seeing-eye service dogs.

If you are selected as a vendor for Candy Dance, a contract will be sent to you. **Your fee is due and payable when submitting the contract.**

TIMETABLE INFORMATION FOR GENOA CANDY DANCE FAIRE

Jan.–Feb.: Application PDF form available online at www.genoanevada.org

March 31: Application requests **by mail** must be postmarked no later than **March 31**, to P.O. Box 155, Genoa, Nevada 89411. Requests **MUST** contain a stamped, self-addressed white #10 business envelope. Applications may be picked up, in person, at the Genoa Town Office. Signed and completed applications must include **application fee**, photo prints (10 photos maximum) and a descriptive essay of products.

May: Confirmation of acceptance or rejection.

June: Properly completed/signed contracts and booth fee due. **Contracts received from vendors after June 15 may be assessed a \$25 late fee.**

July: Booth assignment materials with detailed information will be mailed.

August 1: **No refunds after this date.**

September

24 & 25: Welcome to Genoa Candy Dance Faire!

2017 Genoa Candy Dance Art & Crafts Faire
SEPTEMBER 23-24, 2017 • Saturday & Sunday • Hours: 9 a.m. to 5 p.m.

NAME _____

BUSINESS / COMPANY NAME _____

ESSAY — Please describe your food in detail, including preparation, ingredients and how it is served (i.e. in a basket, cup or wrapped in paper).

Blank lined area for writing the essay.