

Application Fee . . . \$20.00
Payable to: **TOWN OF GENOA**
NON-REFUNDABLE
Processing Fee



VENDOR # _____
OFFICE USE ONLY

Town of Genoa
P.O. Box 155
Genoa, Nevada 89411

Phone: (775) 782-8696
Fax: (775) 782-2779
www.genoanevada.org

2020 Genoa Candy Dance Application

Faire Dates: September 26-27, 2020

Application and **NON-REFUNDABLE** fee payable to **TOWN OF GENOA** due by **March 31, 2020**.
Applications postmarked after this date may be considered for the waitlist and/or event as space allows.
Entrance requirements/Faire Rules on page 2.

LAST NAME _____ FIRST NAME _____

BUSINESS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____ ALT. PHONE _____

EMAIL ADDRESS _____ # OF YRS AS VENDOR _____

Booth Sizes: Arts & Crafts/Gourmet Food Vendors: 10'x10'

FOOD Vendors: 12'x12'

Booth Height: 8 feet or less OVER 8 feet (See pg. 2 "Rules and Reg." sec. 'D', booth height)

PLEASE CHECK **ONE** CATEGORY:

- | | | |
|--|--|---|
| <input type="checkbox"/> Art | <input type="checkbox"/> Furniture | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Candles & Bath Products (soaps/oils/lotions/etc.) | <input type="checkbox"/> Glass Works | <input type="checkbox"/> Pottery & Ceramics |
| <input type="checkbox"/> Children's Items (clothes/toys/etc.) | <input type="checkbox"/> Household Items | <input type="checkbox"/> Yard & Garden |
| <input type="checkbox"/> Clothing & Accessories | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Wood Works |
| <input type="checkbox"/> Decorative Items | <input type="checkbox"/> Metal Works | |
| <input type="checkbox"/> Gourmet Foods – Pre-Packaged products | | <input type="checkbox"/> Food – PREPARED FOODS |
| <input type="checkbox"/> Other (describe in detail): _____ | | |

List/Describe products for sale & prices/price range, or include a separate Item/Price List:

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 _____ Signed copy of this form must be submitted along with \$20 check or money order payable to **TOWN OF GENOA** _____ DATE _____

ENTRANCE REQUIREMENTS

All materials submitted (**including photos**) become the property of Town of Genoa and **will not** be returned. Applications missing elements (including photos) may result in a low score and/or disqualification. Non-compliance with requirements will exclude vendor from the jurying process. If vendor displays items for sale not included in the application, vendor will be asked to leave the show.

- **PLACE VENDOR NAME ON UPPER LEFT CORNER OF ESSAY SHEET AND ON BACK OF EACH PHOTO**
- **SUBMIT ESSAY ON A SEPARATE SHEET OF PAPER**
- **PHOTOS ARE TO BE PRINTED OUT & SUBMITTED (YOU MAY PRINT MORE THAN ONE ON EACH SHEET)**
- **DO NOT SEND PORTFOLIOS OR PRODUCT SAMPLES**
- **DO NOT DRAW PICTURES ON APPLICATION MATERIALS**
- **DO NOT SEND MORE THAN 10 PHOTOS**

Arts & Crafts/Gourmet Food Vendors: Guarantee their products are handcrafted by them in the USA. No agents may represent their work. Products will be juried based on the descriptions and photographs of product, booth, and production submitted. **Gourmet Food vendors providing samples must obtain Temporary Food Permit from Health Dept. PRIOR to event.**

- 1.) Send 4x6 (or equivalent) **current** pictures – include at least 1 picture for each of the following criteria:
 - Picture showing artist constructing/creating item.
 - Picture showing item partially constructed. Picture can include project cluster, instead of single items.
 - Picture of completed item, can include project cluster, instead of single items.
 - Picture of outdoor booth display in its entirety, **including anchoring for windy weather** and display of items.
- 2.) On separate piece of paper: An essay explaining the construction of products, related information, such as materials used, and show experience. Be specific as to what shows you will be attending this year.

Food Vendors: All food items must be properly prepared or preserved according to State of Nevada Health Dept. Rules & Regulations. **Vendor must obtain a Temporary Food Permit from the Health Dept. PRIOR to the event.**

- 1.) Send 4x6 (or equivalent) **current** photos – include at least 1 picture for each of the following criteria:
 - Picture showing food items that will be sold at the Candy Dance Faire, including how they will be served. Ex: on a plate, in a basket, in a wrapper, etc.
 - Picture of booth showing display of items and booth construction. Booth signage must include short description of food items, prices and warning signs, which should include information on any allergy related food items, such as nuts, dairy and seafood.
- 2.) On separate piece of paper: An essay explaining the preparation of the food items, such as cooking method and ingredients, related information, and show experience. Be specific as to what shows you will be attending this year.

RULES & REGULATIONS

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

- A. All applications 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 the event area. Vendors will be provided with a load-in and load-out procedure schedule. **Vendors are required to comply with these procedures or further participation with 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 event: 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 ft.**, please indicate so on your contract when completing.
- 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 to you at check-in.
- G. **Pets or animals of any type are NOT permitted** on any park property, other than service dogs.

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

TIMETABLE INFORMATION FOR 2020 GENOA CANDY DANCE

January: Application PDF form available online at www.genoanevada.org. Applications may also be picked up in person at the Town of Genoa Office. Signed and completed applications must include essay and product photos as detailed above. Failure to submit complete application packet may result in low score and/or disqualification.

March 31: Completed Applications must be postmarked no later than **March 31, 2020**. Applications postmarked after this date may be considered for the event waitlist and/or booth placement as space allows.

May-July: Confirmation of acceptance or rejection will be emailed to applicants. Properly filled out contracts and booth fee are due by June 30, 2020.

August 1: No refunds for cancellations after this date.

Late Aug to Sept.: Booth assignment materials are emailed to vendors whose contracts are received by the June deadline. For contracts received after that date, assignment materials will be mailed out as soon as possible.

September 25: Load-in;
26 & 27: Genoa Candy Dance Faire