

PILSOS

3rd Annual Fundraising Arts & Crafts Fair

Friday, June 7, 2024

2 – 8pm

Vendor Application



Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (home): _____ (cell): _____

E-mail: _____

Website: _____

Product Category (check all that apply):

Vendor is Registered in NV Tax ID#? _____

- | | | | |
|---|-----------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Art | <input type="checkbox"/> Candles | <input type="checkbox"/> Ceramics | <input type="checkbox"/> Soap |
| <input type="checkbox"/> Children's Items | <input type="checkbox"/> Clothing | <input type="checkbox"/> Floral | <input type="checkbox"/> Food |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Wood | <input type="checkbox"/> Leather | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Paper | <input type="checkbox"/> Photography | <input type="checkbox"/> Crochet |
| <input type="checkbox"/> Home Based Business
(Scentsy, Tupperware, etc.) | | | |

PRODUCT DESCRIPTION REQUIRED (describe items in each space rented):

<p># of Spaces ~ _____ @ \$25 each \$ _____</p> <p>Tables & Chairs will be provided for \$5 each on a first come, first serve basis. There are only a limited number. Check if you need: Table (6') _____ Chairs (#) _____ \$ _____</p> <p>Temporary Vendor License @ \$20 ea \$ _____ (required by City of Reno if you do not have a business license) Total Due \$ _____</p> <p>Application fee will be donated to FARMily Organic Farms for allowing us to hold our Arts & Crafts Fair in their beautiful garden.</p>	<p>This is an outdoor venue. While there is shade in areas of the garden, Vendors are strongly encouraged to bring their own tables, chairs and Pop up Canopies. We do have a limited number available. Please let us know if you are in need.</p> <p>Katie's Garden is a working garden. As such, there are also pollinators (bees, butterflies, etc) that help make the garden grow. Please be mindful as these workers go about their jobs.</p> <p>We would like to extend a Heartfelt "Thank You" to The Bridge Church, Family Organic Farms, Katie's Garden, and to you, our vendors, for making this happen!</p>
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Exhibitor Signature _____ **Date** _____

(Hold Harmless Agreement on back of application or second page must be filled out, signed, & returned with application)

Office Use Only

Post Mark Date:	Date Received:	Check #	Amount \$	Balance Due \$
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_____ **R** _____ **M** _____ **C** _____ **E** _____ **T** _____ **Ch** _____ **Booth: #** _____



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3rd Annual Fundraising Arts & Crafts Fair

Friday, June 7, 2024

Participant Name: _____

Business Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Alternate Phone:** _____

HOLD HARMLESS AGREEMENT:

Exhibitor agrees to save PILSOS and The Bridge Church harmless from all claims or suits for losses, liabilities, injuries, or other detriments which may be made against PILSOS and/or The Bridge Church or its employees based on any intentional or negligent act or omission by the exhibitor as a result of participation in the PILSOS 3rd Annual Fundraising Arts & Crafts Fair being held at the Katie's Garden, The Bridge Church, 1330 Foster Dr., Reno, NV 89503.

Signature

Date

Dear Vendor,

Thank you for your interest in participating in our 3rd Annual Fundraising Arts & Crafts Fair. Please read the following information, fill out the enclosed application and return it via email to questions@pilsos.org. Once your application is reviewed, you will be billed by PayPal for your registration fee. All fees are to be paid within 2 weeks of billing. **Your application will not be processed until payment is received.** If not paid in the 2 weeks, you will have to resubmit your application. Registration fee will increase if paid after June 1. Refunds will be issued until June 1, minus a \$10 processing fee.

You will be notified by email as soon as your application is received and processed. We have a limited number of spots available. If your application is not accepted, you will be notified and kept on a waiting list if you choose. Please contact us if you don't hear from us in a timely manner. **Please note processing will take 1 week in most cases.**

Vendor Information:

Event Location: **Katie's Garden, The Bridge Church (1330 Foster Dr., Reno, NV 89503)**

Set up Times: **Friday, 12:00pm – 1:45pm**

Clean up Times: **Friday, 8:00pm – 8:30pm**

Event Date: **Friday, June 7, 2024**

Shopping Hours: **2:00pm – 8:00pm**

Fees: \$25.00 per space AND 1 Donated item PER BOOTH to represent your products (\$20 VALUE) for the PILSOS Fundraising Raffle (2 spaces rented = 2 donated items). If you are sharing a booth, please each donate an item.

- The spaces will be approximately 10'w x10'd with canopy/booths and 6' tables.
- Exhibitors provide their own booth set up.
- Tables and Chairs will be provided for \$5 on a first come basis. There are only a limited number.
- Booth spaces are chosen on a first come, first serve basis on the day of the event.
- A limited number of booths will be available for Home Based Businesses on a first come, first serve basis (Scentsy, Tupperware, Pampered Chef, etc.)
- Food items must be packed and labeled (samples may be served w/ approved valid health certificate)
- All exhibitors are responsible for sales tax on items sold (8.265% rate subject to be changed)
- Nevada Dept of Taxation "ONE TIME SALES TAX RETURN" form will be issued to all vendors
- Tax Forms must be turned in to the information table BEFORE exhibit tear down
- The following items are not permitted to be sold: Drugs, drug paraphernalia, sex items, weapons including but not limited to guns, knives, swords, bows and arrows
- Exhibitors must remain OPEN until the end of the event
- If it rains, we will reschedule.
- Withdrawal requests must be submitted via email to questions@pilsos.org by June 1, 2023 to receive a refund (minus \$10 processing fee). NO REFUNDS will be made after this date.
- "NO SHOWS" will result in non-participation in next year's event
- Booth assignments and set up instructions will be sent to you prior to the event
- We will not be responsible for loss, theft, or damage of any items you have brought to the show

For more information please contact:

Danel Fisher: 775-671-7040 or email questions@pilsos.org