



2022

# Commercial Exhibitors Guide

Celebrating over 50 years

Proudly All American



July 4<sup>th</sup>, 2022

## IMPORTANT INFORMATION

Changes have been made this year for vendors, including the production of this handbook. Please take the time to read all of the sections so that you and all the attendees will have a safe and great experience.

### NEW THIS YEAR

ALL BOOTHS WILL BE \$125.00 IF PAID BY JUNE 13<sup>TH</sup> 2022

ALL BOOTHS WILL BE \$150.00 IF PAID ON OR AFTER JUNE 14<sup>TH</sup> 2022

Your 4<sup>th</sup> of July Committee has many new and excited Board Members, Chairpersons, and Volunteers who are dedicated to continuing the improvements that have been made past Board Members, Chairpersons, and Volunteers.

Vendor Chairperson: Ray Lacy                      775-741-4907

### **Board of Directors**

President: Allison Pimentel

Vice President: J Rodriguez

Secretary: Betsy Sipe

Treasurer: Becki Howlett

Board Member at Large:

# WELCOME TO FERNLEY, NV 89408

## VENDOR GUIDE

In this handbook you will find some of the rules to ensure that everyone has a great time.

Free to the public, no entry fees to get in!

Sorry, no dogs allowed in the park other than service dogs. All service dogs must be kept on a leash at all times, and have a tag or collar identifying them as a service dog. **NO EXCEPTIONS**

Free parking!

All vendors are to park in the designated vendor parking area!

No smoking in or around your booth!

No alcohol or drinking alcohol in your booth!

Fernley 4<sup>th</sup> of July is an outdoor event, masks are not required!

Treat other people and vendors with respect!

## 2022 Vendor Terms & Conditions

Applicant understands that the Fernley 4<sup>th</sup> of July has legal possession and control of the event site on the date of the event, pursuant to approved park rental obtained from the City of Fernley Parks and Recreation Department, this possession and control is not coupled with interest in the property. The Fernley 4<sup>th</sup> of July retains the right to terminate this license to occupy only, and it is not coupled with interest in the property. Applicant further understands that the use granted by the Fernley 4<sup>th</sup> of July to occupy may be revoked at any time during the term of the applicant's use if applicant creates a nuisance to the Fernley 4<sup>th</sup> of July or any people and or attendees around them. Applicant understands that the purpose of the Fernley 4<sup>th</sup> of July is to celebrate the 4<sup>th</sup> of July and agrees to support this purpose during the term of this license to occupy. Applicants certifies that they have read and understand and will comply with all the following terms and conditions:

All required fees shall be paid no later than June 30<sup>th</sup>, 2022.

Applicant shall provide proof of current general liability insurance, with a minimum of \$1,000,000 in liability coverage naming the Fernley 4<sup>th</sup> of July as an additional insured. All vendors/applicants shall indemnify and hold harmless the Fernley 4<sup>th</sup> of July and the City of Fernley against and all third-party liability.

No more than one vendor shall be allowed in an individual booth unless vendors have obtained written consent from the Chair of the 4<sup>th</sup> of July Vendors Committee.

All vendors must check in at the vendor check in table prior to setting up.

Vendor set up may begin at 2:00pm on July 3. Vendor understands that there is no security provided, if vendor chooses to set up early, vendor/applicant assumes all liability.

Vendor set up on July 4 may begin as early as 6:30 AM. All vendors must check in at the vendor check in table prior to setting up.

All vendors/applicants shall check in by 10:00AM on July 4. Any vendor/applicant who does not check in by 10:00 AM will be considered a no-show and shall be subject to their booth being re-sold and/or re-located and shall not be eligible for refunds.

Vendor/applicant is responsible for removing all trash in and around their booth space. All vendor trash must be placed in the large, designated vendor dumpster. Trash cans are for use by attendees and are not to be used by vendors.

All tents/canopies must be staked or weighted down with water/sand/cement due to the high winds that may occur. Any vendor using stakes, shall confirm with Vendor Chairperson the location of the stakes prior to putting them in the ground as to avoid all sprinkler lines.

No sale or distribution of alcohol, cigarettes, vapes, or nicotine shall be allowed. No amplified sound is allowed

Vehicles driving on the grass anywhere in the park shall be escorted by a Fernley 4<sup>th</sup> of July staff member leading the vehicle.

Booth fees are non-refundable unless written notice of cancellation is received by the Fernley 4<sup>th</sup> of July committee on or before May 20, 2022. Refunds, less a 25% processing fee, shall be paid within 30 days following the event.

Vendor/Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Additional Terms & Conditions for Food Vendors

Food vendors must abide by all applicable health department codes. All food vendors must have a temporary food permit issued by the health department and are responsible for obtaining the permit. All food vendors shall include a copy of their temporary food permit with their vendor application.

Vendors using heat and/or open flame must: (a) provide fans for smoke control (b) provide fire containers for disposal of ashes (c) provide one visibly mounted fire extinguisher rated 10AB and (d) all containers of butane or fuel must be affixed to a post or other secure item.

Electrical requirements: we are very limited on how many electrical outlets we have to use. Vendors may bring their own generator. Refilling of generators must be done on a tarp to protect the grass/ground.

Vendors must submit a valid certificate of general liability insurance with a minimum of \$1,000,000 coverage and name the Fernley 4<sup>th</sup> of July as additional insured. Vendors shall indemnify and hold harmless the Fernley 4<sup>th</sup> of July and the City of Fernley against any and all third-party claims.

Vendor/Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **FOOD VENDORS MUST HAVE**

1. City Business License; License #: \_\_\_\_\_
  
2. General Liability Insurance
  - a. Name of Insurance Company: \_\_\_\_\_
  - b. Policy #: \_\_\_\_\_
  - c. Vendor must list Fernley 4<sup>th</sup> of July Committee as additional insured on their insurance certificate.
  
3. Health department sign off if applicable. Vendor must provide receipt of health department sign off to the Vendor Chairperson.
  
4. Fire extinguisher at booth. The Fire Marshall will be completing a walk-through inspection at the event to ensure compliance.

If you are serving food items you may only use heavyweight or Chinet classic plates.

**NO AJM PACKAGING CORP PLATES. These plates are the ones that are flimsy and inexpensive and will not be allowed.**

The Fernley 4<sup>th</sup> of July Committee has agreed on "Free Enterprise" in 2022, with the exception of **alcohol, weaponry or incendiary devices (none of which may be sold by any vendor or private individual before, during or after the 4<sup>th</sup> of July activities).**

Applicants will not leave booth unattended or unsupervised. Applicants are responsible for the booth spaces' safety and cleanliness. The booth fee is non-refundable. Vendors are expected to remain open until 6 PM, but may remain open until midnight if preferred. **If you are staying open during the fireworks, you will need to extinguish exterior lighting during the fireworks show. After setup no vehicles will be allowed in the park.** Please check with event chair from 6 PM to 8 PM on bringing your vehicle in, this is for safety and access. No monopolies are allowed. Sellers of merchandise may have competition for the sales of like goods. The committee is not responsible for the prosperity or losses of any booth or space renter.

All vendors must have all required licenses for your operation. The City of Fernley does require permits for the event and will be checking all applications. Food vendors must include with their application a copy of their license from the Nevada State Health Department or they will not be allowed to participate. Due to park regulations, food vendors may not serve or distribute goods in glass bottles or containers. All food vendors must have hand and utensil washing stations as directed by the Nevada State Health Department, this will be inspected the day of the event by a Health Inspector from the State of Nevada.

Applicants must set up in the Fernley Out-of-Town Park **by 10 AM on July 4<sup>th</sup>, 2022 (check in starts at 6:30 AM at the vendor check in table.)** Vendors may start setting up between 2 PM and 7 PM on the 3<sup>rd</sup>, however there is no security provided. In the event an applicant fails to occupy the assigned space by the agreed upon time, applicant will forfeit all right to booth space and all payments received.

I agree to the above conditions and have enclosed payment. In consideration of this application, the undersigned (if the undersigned is a group, each and every member of the undersigned) participating in the 2022 Fernley 4<sup>th</sup> of July activities, hereby releases and forever discharges, and hereby agrees to indemnify and hold harmless the Fernley 4<sup>th</sup> of July Committee, the City of Fernley, the County of Lyon and directors, members, agents, servants and employees of and from, any and all loss, claim loss, liability of damage arising out of any personal injury or property damage occurring to the applicant (or any individual of which applicant is comprised and any personnel directly or indirectly related to the applicant), while participating in the Fernley 4<sup>th</sup> of July activities. The applicant assumes all risks incurred. The undersigned represents the person of which the applicant is comprised.

Company/Organization Representative:

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

4<sup>th</sup> of July Committee Representative:

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

**(Not valid unless signed by a committee member and all documentation and fees are received)**

FERNLEY 4<sup>TH</sup> OF JULY COMMITTEE, INC

P.O. BOX 1776

FERNLEY, NV 89408

2022 THEME

“MINING IN THE SILVER STATE”

Committee Chair Fernley 4<sup>th</sup> of July – Vendors –

Ray Lacy 775-835-6245 raythewaterguy@yahoo.com

**For profit booth fee \$125.00 (12X12); Not-for profit booth fee \$50.00 (12X12). All applications and fees must be received by the committee no later than June 30<sup>th</sup>, 2022, in order to participate.**

Company or Organization: \_\_\_\_\_

Contact person/Applicant name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address \_\_\_\_\_

City of Fernley Business License Number: \_\_\_\_\_

State of Nevada Business License Number: \_\_\_\_\_

Health Permit Number: \_\_\_\_\_

Health permit is required for all food & drinks, even free or by donation only, unless served in sealed containers, ie bottled water, soda cans, etc.

Tax ID# or Non-Profit Exemption \_\_\_\_\_

Give a brief description of what you are selling or your activity (Use additional page if needed):

\_\_\_\_\_

Standard Booth size is 12 feet deep by 12 feet wide. There is no space available outside your booth unless specified here and paid in advance. There is limited electricity available. These are **considered premium spaces and will cost an additional \$20.00**. If you require electricity, it will limit the space options and it is on a first come, first served basis. You do have the option of supplying your own generator. (quiet generators preferred, if you have a loud generator you will be positioned in an outer location to reduce noise, can request a 110v 15amp outlet if you need one, cost is \$20 per outlet)

Trailer size, if bringing \_\_\_\_\_ Sold by vendor space size, ie. 30 ft trailer = 3 spaces

Do you require electricity? YES \_\_\_ NO \_\_\_ Number of 110v 15amp outlets \_\_\_\_\_

Do you have a generator? YES \_\_\_ NO \_\_\_ Quiet \_\_\_ Loud \_\_\_

Standard booth fee \$ \_\_\_\_\_ X # of spaces \_\_\_\_\_ + Electricity \_\_\_\_\_

Total fee enclosed \$ \_\_\_\_\_