



## City of Henderson - SUPER RUN

### Food Vendor

Henderson Water Street District

**DEADLINE: June 7, 2010**

FOOD PROVIDER: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

List Menu and Prices **\*\***(Attach additional sheet if needed): \_\_\_\_\_

**\*\*Some events will have restrictions on sales i.e. bottled water and soft drinks – rights to sell may be given to pre-assigned non-profit groups only, and duplicate food items between vendors may be denied. If selected as an event vendor, notification of approved menu items for sale at event will be listed in confirmation letters.**

#### BOOTH OVERVIEW:

Will you be selling food that is: pre-prepared \_\_\_\_\_ cooked onsite \_\_\_\_\_ pre-packaged \_\_\_\_\_

Do you vend from a: trailer \_\_\_\_\_ tent \_\_\_\_\_ booth \_\_\_\_\_

Size (incl. hitch and/or awnings) L \_\_\_\_\_ and W \_\_\_\_\_ Serving side (L / R or F / B) \_\_\_\_\_

Electric: (standard cord end required): 110-volt (up to 20 amps) \_\_\_\_\_ or 220-volt (up to 50 amps) \_\_\_\_\_

**NOTE:** A PHOTO OF YOUR TRAILER, TENT OR BOOTH SHOWING THE SETUP MUST BE INCLUDED WITH YOUR APPLICATION! IF YOU DO NOT HAVE A PHOTO, PLEASE SUBMIT A DRAWING OF SETUP.

Personal vehicles are not permitted in booth area during event hours. Vendors must park all vehicles, including tow vehicles, in available parking areas.

#### GENERAL RULES & REGULATIONS

1. If selected, Vendor will be responsible for completing, signing and returning items listed in **B** through **E** to the City of Henderson, Department of Cultural Arts & Tourism, on or before **August 16, 2010**:
  - A. Completed Food Vendor Application in original form, with original signatures and required pictures/drawings.
  - B. Original "Certificate of Insurance" naming City of Henderson, 240 Water Street & Las Vegas Cruisin' Association, as "Additional Insured" in the amount of one million dollars (\$1,000,000) in public liability, bodily injury and product liability coverage for the Super Run Classic Car Show 2010, September 23-26 in the Henderson Water Street District, 200 Water Street, Henderson, NV 89015.
  - C. Insurance Endorsement Page
  - D. Copy of Southern Nevada Health District Permit for September 23-26, 2010.
  - E. Two (2) separate checks; one for booth space/electricity and one for Clean-up Deposit.
2. Applicant is responsible for and must have a Resale Tax Permit and all other appropriate licenses and permits required by the city, county and state.
3. Move-in begins at 7pm and must be completed by 10pm on Thursday, September 23<sup>rd</sup>. Applicant must completely set-up and be ready to sell no later than Noon on Friday, September 24<sup>th</sup>, 2010 and must remain open during the entire event, Friday, Noon-9pm, Saturday, 10am-9pm; and Sunday 10am-4pm. **Tear down will not be permitted until the close of the event, after patrons have cleared the Event Area. Early tear down will result in forfeit of \$250 deposit.** Area will be completely torn down and cleared of all litter prior to 6:00pm.
4. Each food vendor is required to supply a banner or sign with either the food vendor's name and/or logo or product to be sold on his/her booth, plus signage with menu pricing. All changes must be made in writing and are subject to approval. **Menu changes without approval may result in loss of deposit.**
5. Each vendor must furnish and maintain at least one (1) 30-gallon trash container with liners for public waste outside their booth, this includes trash disposal of waste created by/during operation of the booth.
6. A fire extinguisher that meets standard fire safety laws is **mandatory and must be provided by each vendor.** (2A 10BC for non-cooking booths, 40BC for booths that cook, and K-Guard for booths using cooking oil.)
7. All food vendors must pass the Southern Nevada Health District (SNHD) inspection. A copy of the Quick Reference Checklist is available on their web site at [www.southernnevadahealthdistrict.org](http://www.southernnevadahealthdistrict.org) or call 759-0501 with any questions.
8. Clean-up: A \$250 deposit is required to ensure the maintenance and proper disposal of garbage, grease, oil and debris in and around each food vendor's assigned space. Wastewater must be disposed of in gray water containers, and food

vendors are responsible for properly disposing of their own grease or oil **offsite**. Any vendors cooking on grills or using hot oil, MUST put cardboard underneath the equipment to avoid stains and damage to the area (includes both grass or concrete booth placement). All garbage must be sealed in transportable containers before disposing in garbage dumpsters onsite. Any violations of these rules will result in the forfeiture of vendor's clean-up deposit. We strongly encourage recycling at City events.

- 9. Food vendors are responsible for their own booth, equipment, setup and teardown. Spaces provided can not be moved, relocated, sub-let or resold. Vendors must conduct business only in the space provided and not throughout the event. Failure could result in loss of deposit.
- 10. Alcohol sales are prohibited unless prior approval is granted by the City of Henderson and proper liquor licenses are obtained.
- 11. NEVADA SALES TAX: Vendors shall collect State of Nevada sales taxes amounting to **Eight and one tenth percent (8.10%)** of gross sales. One Time Sales Tax Return Forms will be provided by LVCAI. **This form must be completed by Vendor and returned to LVCAI, even if no taxable sales were made before leaving the event in order to receive deposit back.** Vendors shall be liable for all penalties, interest and fees that may be imposed by any agency for the collection of said taxes.

**HOLD HARMLESS AGREEMENT**

By acceptance of this application to participate in Super Run Classic Car Show 2010, September 23-26, 2010, the applicant, its officers, directors, agents, employees, representatives and/or members) agrees to indemnify and hold harmless the City of Henderson, municipal corporation, its agents, employees, elected officials, volunteers and/or representatives, from and against any loss, claim of loss, injury including but not limited to personal injury, damage including but not limited to property damage, liability or other expense including but not limited to reasonable attorney's fees and court costs claimed by or resulting from a third party or the applicant or any officer, director, agent, employee, representative of the applicant that arises out of, or is in any manner related to, any act or failure to act by the applicant, its officers, directors, agent, employees, representatives, and/or members in connection with the applicant's participation in this event.

The undersigned has read this agreement carefully, agrees to comply with the rules and regulations, and represents that he/she has the authority to execute this agreement on behalf of the party for whom he/she is signing.

\_\_\_\_\_   
 Print Applicant(s) Name \_\_\_\_\_   
 Date

\_\_\_\_\_   
 Applicant(s) Signature \_\_\_\_\_   
 Organization/Business Name

**Check all that apply:**

*As the vendor, I understand I am solely responsible for site setup and tear-down, including tents and trailers* \_\_\_\_\_ Initial

- |                           |                                                                 |          |
|---------------------------|-----------------------------------------------------------------|----------|
| Library or Convention Dr. | <input type="checkbox"/> \$500.00 per 10x20                     | \$ _____ |
| Pacific                   | <input type="checkbox"/> \$400.00 per 10x20                     | \$ _____ |
| Water Street              | <input type="checkbox"/> \$700.00 per 10x20                     | \$ _____ |
| All Other Food Booths     | <input type="checkbox"/> \$200.00 per 10x10 (non-profit)        | \$ _____ |
|                           | <input type="checkbox"/> \$150.00 cart space 5'x 8' (food cart) | \$ _____ |
|                           | ELECTRICAL FEES (\$25 for 20-amp, \$50 for 50-amp)              | \$ _____ |

*All electrical appliances, including cords and plugs, must be electrically sound and fit standard electrical receptacles. Failure to comply will result in power disconnect. Power needs at event in EXCESS of request will have fee withheld from Cleaning Deposit*

**Clean-Up Deposit Check** (A \$20 fee will be withheld for cancellation) **SEPARATE CHECK** **\$ 250.00**

**TOTAL ENCLOSED WITH VENDOR BOOTH AGREEMENT:** **\$ \_\_\_\_\_**

**Send application, Certificate of Insurance, Health Permit, and your check payable to:**

City of Henderson, Cultural Arts & Tourism Department  
 Attn: Annette Mullins, MSC 311  
 P.O. Box 95050; Henderson, NV 89009-5050  
 (702) 267-2171; [annette.mullins@cityofhenderson.com](mailto:annette.mullins@cityofhenderson.com)

**VENDORS SELECTED AND CONFIRMED DO NOT HAVE SPACE RESERVED UNTIL APPLICATION, ALL PERMITS, INSURANCE AND PAYMENTS ARE RECEIVED AND PROCESSED.**