



January 23, 2012

Dear Artist/Crafter:

On behalf of the International Food & Folklife Association, the City of Henderson would like to invite you to participate in this year's **Heritage Festival**, Saturday, April 21 from 11am-7pm inside the Henderson Convention Center. The event will be held in conjunction with the Heritage Parade, a celebration of the city's 59-year history, culture and rich traditions.

Enclosed is the **Heritage Festival** application. As an artist and/or craft vendor, all items and demonstrations are required to represent a specific world culture and/or ethnic group (e.g., Ukrainian eggs, Chinese calligraphy, Mexican mariachi performers, etc.). Please enclose three photos or CD of your **WORK**. In addition, two checks of payment are required with your submission: 1) \$25 deposit fee and 2) All booth & electricity fees. Both checks should be made payable to the *City of Henderson*.

A limited number of demonstrating artists will be selected to participate in this year's **Heritage Festival**. If you are interested in giving demonstration of an ethnic or cultural craft, the booth fee will be waived and the full amount will be returned after the event. If selected, a separate demonstrating artist contract is required.

Applications can be mailed to my attention at the address below or e-mail to [Annette.Mullins@cityofhenderson.com](mailto:Annette.Mullins@cityofhenderson.com). **Deadline for applications is Wednesday, March 28.**

Upon receipt, submissions will be reviewed by the event committee to ensure items, services and/or demonstrations meet the cultural and ethnic standards established for the **Heritage Festival**. If you are selected to participate in this year's event, an acceptance letter with more information including booth space assignments will be mailed out by Thursday, March 29.

Please feel free to contact me with any questions at (702) 267-2171, Monday-Thursday from 7:30 a.m.-5:30 p.m. I look forward to seeing you at the Heritage Festival!

Sincerely,

CITY OF HENDERSON

Annette Mullins  
Cultural Arts & Tourism Department

Enclosures

City of Henderson ■ Cultural Arts & Tourism Department ■ MSC 311 ■ P.O. Box 95050 ■ Henderson, NV 89009-5050  
(702) 267-2171 phone ■ (702) 267-2178 fax

HENDERSON  
LIVE.COM

# ARTIST & CRAFTER



**HENDERSON HERITAGE FESTIVAL**  
 Courtesy of the International Food & Folklife Association  
**HENDERSON, NEVADA**  
**ARTIST/CRAFTER APPLICATION & CONTRACT**  
 April 21, 2012 – 11 a.m. - 7 p.m.

**Deadline for Application & Payment: Wednesday, March 28, 2012**

Business Name: _____	Artist Name: _____
Address: _____	City, State, Zip: _____
Phone: _____	Cell: _____ Fax: _____
E-Mail: _____	Nevada Sales Tax Permit Number: _____

Description of **Cultural and/or Ethnic Item(s)** Selling:(Attach additional sheet if needed)

---



---



---

Please **enclose 3 photos/CD** of your **WORK or website address** where the items can be viewed. Please label ALL photos & CDs with your name. Photos will be returned, if requested.

**Website:** \_\_\_\_\_

<b>Pricing Structure:</b>		
<input type="checkbox"/> <b>10'x10' Indoor Space</b> (Henderson Convention Center)	\$50/Space	\$ _____
<input type="checkbox"/> <b>Electricity – 20 Amps</b>	\$25	\$ _____
<input type="checkbox"/> <b>Refundable Deposit</b>		<b>\$25 (SEPARATE CHECK)</b>
<b>TOTAL ENCLOSED:</b> (Two checks made payable to <b>CITY OF HENDERSON</b> )		\$ _____

**HOLD HARMLESS AGREEMENT**

By acceptance of this application to participate in the Henderson Heritage Festival, April 21, 2012, the applicant its officers, directors, agents, employees, representatives and/or members and agrees to indemnify and hold harmless the City of Henderson, as well as each entity agent, employees, 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.

I have read and understand the foregoing and realize that my signature hereon limits my rights by law.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ARTIST & CRAFTER

**HENDERSON HERITAGE FESTIVAL**  
Courtesy of the International Food & Folklife Association  
**HENDERSON, NEVADA**  
**ARTIST/CRAFTER APPLICATION & CONTRACT**  
April 21, 2012 – 11 a.m. - 7 p.m.

**Deadline for Application & Payment: Wednesday, March 28, 2012**

1. Thank you for participating in **Henderson Heritage Festival** on April 21, 2012 in Henderson, Nevada.
2. Artist must personally attend their exhibit and be present during the show. Identification will be checked.
3. One artist per booth. Sharing booths is **PROHIBITED**.
4. Payment of 2 (two) checks is REQUIRED with application. One check for refundable deposit fee of \$25 & one check for all booth & electricity fees. Checks must be payable to CITY OF HENDERSON. Checks will be cashed upon receipt. If not accepted to participate, booth fees and deposit will be refunded.
5. There is a \$25 fee for ALL returned checks. If this occurs, applicant must provide a replacement money order or cashier's check immediately. Failure to comply will result in **CANCELLATION**.
6. In the event of a **CANCELLATION** or **WITHDRAW** from the event, participant must do so in writing via e-mail or U.S. Mail by Monday, March 26 in order to receive a full refund for booth fees. **NO refunds will be given after Wednesday, March 28.**
7. No refunds will be given due to inclement weather. Refunds will **ONLY** be given if the City of Henderson cancels the event.
8. All participants must display and sell **ONLY ORIGINAL PIECES** as described in the application. **COMMERCIAL AND/OR HOMEMADE FOOD ITEMS ARE PROHIBITED.** Staff reserves the right to refuse the sale of any item(s) deemed inappropriate.
9. Booths are assigned randomly. One table and two chairs will be provided for each booth. Additional items (e.g., tables, trellis, etc.) may be use as long as it fits within the 10'x10' space. Pipe and drapes will not be used to separate booths/exhibits.
10. Electricity is available for a small fee. Availability may be limited. Participants are **REQUIRED** to supply their own extension cords.
11. Playing radios, tape decks or mechanically reproduced sound is **PROHIBITED**. Generators of any type and noise-producing machinery are **PROHIBITED**.
12. Artist shall be liable for delivery, handing, creation and removal of all items. The City prohibits any nailing, stapling, taping or otherwise affixing items to the wall, ground or anything in the show area in such a way to cause damage.
13. Event participants agree to the use of videos and photographs taken at the event for promotional purposes. Any photos taken at the event are property of the event.
14. **LOAD-IN** may begin after the participant has checked in and all spaces are marked and approved on **Saturday, April 21, 2012 at 6:30am**. Set up must be completed and all vehicles removed from the show area by 9am.
15. Dollies/hand trucks **WILL NOT** be supplied by the City. Participants must bring their own.
16. Participants must be equipped to supply their own change to complete customer transactions.
17. **LOAD-OUT:** Vendors **WILL NOT** be allowed access to tear down booths until the end of the event. **Early tear down will result in forfeiture of \$100 deposit.**

**Please Return Application & Payment To:**

City of Henderson ▪ Cultural Arts & Tourism Department ▪ MSC 312 ▪ Attn: Annette Mullins  
P.O. Box 95050 ▪ Henderson, NV 89009-5050  
(702) 267-2171 phone ▪ (702) 267-2178 fax ▪ [Annette.Mullins@cityofhenderson.com](mailto:Annette.Mullins@cityofhenderson.com) email

**HendersonLive.com**