

Artbeat Vendor Application and Contract
A HANDMADE ONLY Arts and Crafts Event
 202 S. Water Street, Henderson, NV

Business Name:	
Artist Name:	
Street Address:	
City, State, Zip:	
Phone:	Email:
Nevada Sales Tax Permit Number (if applicable):	
Description of item(s) to be sold:	
Website with images of your work: <i>If no website, please email 3-5 pictures to sarahflake@gmail.com representing what you will be selling at the event. This is a juried event.</i>	

Pricing Structure (please pick one)	Total Due
Single event vendor fee \$15/event #events _____ multiply by 15 =	\$ _____
Prepay for 4-9 events \$12/event #events _____ multiply by 12 =	\$ _____
Prepay for 10-14 events \$10/event #events _____ multiply by 10 =	\$ _____
Prepay for 15-19 events* \$8/event #events _____ multiply by 8 =	\$ _____
Prepay for 20-26 events* \$5/event #events _____ multiply by 5 =	\$ _____

Please indicate the date(s) you would like to participate in Artbeat in 2011 (mark all that apply)

April	1	8	15	22	29
May	6	13	20	27	
June	3	10	17	24	
September	2	9	16	23	30
October	7	14	21	28	
November	4	11	18	25	

*Vendors may switch event dates in the future

Payment has already been made via: (please select one)

- Check made payable to "Sarah Flake" and included with this application
- Paypal payment sent to sarahflake@gmail.com
- Credit Card payment made over the phone by calling Sarah at (702) 743-5723

By my signature hereon, I have the authority on behalf of the participating party as registered for this event. I hereby release and discharge Artbeat, the Water Street Business District Association, Handmade in Vegas, and any other persons connected with this event from any and all known or unknown damages, injuries, losses, judgments and/or claims for any cause whatsoever suffered by me personally or to my property, the participating party or its property, as well as anyone under my direction or control.

I also agree to indemnify without reservation or qualification, all of the aforementioned persons from any and all liability occasioned by or resulting from any conduct of any person assisting or cooperating with me and/or under my direction or control.

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

Applicant Signature:

Date:

Email completed application to sarahflake@gmail.com or print and mail signed application to 330 E. Rancho Dr., Henderson, NV 89015. Please allow up to two weeks for a decision on your application.

***Vendors who prepay for 15 or more events are able to apply for the City of Henderson "Art & All That Jazz" event on May 7-8 for 50% off their vendor fee (save at least \$150 off your application). You may request your discounted application from Sarah Flake if you qualify and are interested in receiving this promotion. Event information at: <http://www.hendersonlive.com/special-events/art-and-all-that-jazz>**

Initials Required on Vendor Agreement Below

1. Thank you for participating as a vendor at Artbeat, held from 5-8pm, every Friday during April, May, June, September, October and November 2011. The event is located at 202 S. Water St, in the events plaza outside the Henderson Convention Center. Vendor spaces are available to those selling **handmade items only**. Additionally, the items being sold or displayed must be family friendly as this event draws a lot of children with our kids crafting area. Please no inappropriate or "mature" material in the vendor area. No food commercial items may be sold at the craft fair area.

Intls: _____

2. Artist must personally attend their vendor space and be present during the event unless they receive permission from the event coordinator to have an alternate representative. Identification may be requested.

Intls: _____

3. Maximum of two vendors per application. Additional 6' tables may be rented at the event for \$5 per table.

Intls: _____

4. Artbeat is a family friendly event and we encourage our crafters to interact with the kids attending this event. Accordingly, any vendor who brings a "make and take" craft project for children to work on at their table and bring home with them will have their vendor fee returned to them upon check-in on the night of the event. Artisans who bring a kids' craft can still sell their handmade items at their table. However, sales tax is always required for all vendors.

Intls: _____

5. All participants must display and sell only original art and craft pieces as described in their application. **COMMERCIAL AND/OR FOOD ITEMS ARE PROHIBITED.** Event staff reserves the right to refuse the sale of any item(s) deemed inappropriate.

Intls: _____

6. Playing stereos, or using noise-producing equipment or machinery is prohibited.

Intls: _____

7. **Electricity:** No electricity is available to individual vendor tables. The vendor area will be well lit with both overhead and area lighting. It is up to the vendor to position themselves in an area with adequate lighting for their needs. Individual electrical outlets are NOT available to vendor tables to power computers or your personal lighting. If you are concerned about lighting, please make sure to arrive on time so you can select a location near lighting that best suits your needs.

Initials: _____

8. No artist may use more than a 10x10' area for their display. Artists are welcome to bring additional tables and display pieces for their area, but are limited to a 10x10 vendor area.

Intls: _____

9. Artist shall be responsible for the delivery, handling and removal of all items. No physical marking or damage of the ground, trees or walkways is allowed. Please consider the elements and be prepared for wind

and extreme temperatures and prepare your display accordingly.

Intls: _____

10. **Parking:** There is a circular drive in front of the vendor area where you may temporarily park your car to unload your product and display items. After unloading your car, please move your car from this area to provide room for others to unload. You may park in any legal street parking or in the free public parking structure across the street.

Intls: _____

11. **Load-In** may begin after the participant has checked in with the Vendor Information booth at the events plaza outside 202 S. Water St, Henderson NV. Please arrive at 4:15pm on the evening of the event. Set up should be completed and all handtrucks removed at the commencement of the event at 5pm. The event will supply each vendor with one 6' table and two chairs. The vendor is responsible for setting up their own table and chair in the spot of their choosing within the vendor area. Spaces are not reserved and vendors can set up their location on a first come, first serve basis. Additional 6" tables are available to rent for \$5 each upon check in. Any other set up such as additional tables that you already own, chairs or a pop up canopy can also be brought by the vendor and can be set up at no additional fee as long as the vendor does not occupy more than a 10x10 area.

Intls: _____

12. **Load Out:** Vendors are encouraged to stay until the beginning of the concert at 8pm. All chairs and tables supplied by the event need to be neatly restacked. Any vendors wishing to stay later to take advantage of intermission are welcome to do so.

Intls: _____

13. Non profits and school groups are welcome to set up a display at our artisan fair as well. They are charged the same rate as vendors. They will not be permitted to sell commercial goods.

Intls: _____

14. **Sales Tax:** Vendors without a Sales Tax Permit Number need to report sales and pay taxes at the Vendor Information booth upon Load Out. Vendors with a Sales Tax number are responsible for reporting their own taxes according to state and local laws.

Intls: _____

15. All checks will be cashed upon receipt. Checks must be payable to "Sarah Flake." If your application is not accepted, your payment will be refunded your full application fee returned.

Intls: _____

16. 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 rejection/cancellation of your application.

Intls: _____

17. In the event of a cancellation or withdraw from the event, participant must do so in writing via email or US Mail at least two weeks prior to the event in order to receive a refund of their event fee. No refunds will be given less than two weeks prior to each event. No refunds will be given due to inclement weather. Refunds will ONLY be given if the event is canceled.

Intls: _____

**Please submit your application to sarahflake@gmail.com
or mail your application to Sarah Flake, 330 E. Rancho Dr., Henderson, NV 89015.
Application must be received at least one week prior to the event you wish to participate in.**