



## 51<sup>st</sup> Annual International Camel Races – Sep. 10-12, 2010

### VENDOR RULES

1. Vendor applications must be received by Sept. 1<sup>st</sup>, 2010 along with payment in full. There are no refunds for cancelations or early withdrawal from the event.
2. All vendor areas are outdoors and will primarily be placed on dirt floors (ground).
3. Event management reserves the right to assign booth spaces according to the approved venue layout, although we will do our best to accommodate the needs and requests of all our vendors and participants.
4. All vendors must have a Storey County Business License, or they can pay \$15 to the Event Organizer for a temporary. All vendors, regardless of whether they are selling or not, must complete and turn in a Nevada State Tax form at the end of the event. These forms will be handed to each vendor upon check in.
5. Vendor booths must be properly staffed at all times.
6. Vendors are responsible for proper trash disposal and clean up of their booth area DURING and after the event.
7. No pets are allowed in the venue at any time.
8. Only items listed on the application form will be allowed for sale. Unless the vendor is an approved food and beverage vendor, no sales of food or beverage (including bottled water) may be sold. Event Management reserves the right to limit items sold to prevent over duplication of similar goods and/or to enforce the terms of these rules.
9. Vendors may not sub-let any portion of their assigned space.
10. All food and beverage booths must have proper food safe-handling materials in order to serve to the public (gloves, paper or plastic utensils, tongs, cups, etc.). All food booths must have a health permit from the Nevada Dept. of Health, and an approved hand washing station in their booth!! (Bucket of warm water, soap, towels, hand sanitizer, etc. will work).
11. All booths, regardless of the level or nature of participation, must complete a Vendor Application Form and submit it to: Plan It Big Events, LLC, 819 Mill St., Reno, NV 89502 no later than Sept. 1, 2010.
12. Vendors may check in and set up their booths (decorations, tables, etc.) in the event area beginning at 12:00 PM (Noon), Thursday, Sept. 9<sup>th</sup>, and then again at 7:00 AM on Friday, Sept. 10<sup>th</sup>, but must be completely set up by 10:00AM, Friday, Sept. 10<sup>th</sup>! Vehicles must be removed from the venue as well. Booths may NOT be torn down before 4:00PM on Sunday, Sept. 12<sup>th</sup>. All structural components of booths (tents, facades, etc.) must be completely erected by 9:00AM on Friday, Sept. 10<sup>th</sup> for the Fire Marshall walk through. The venue is WINDY...and therefore, ALL tents and structures must be securely tied down. Vendors who do not comply will not be allowed to operate. We appreciate your cooperation on this!
13. Vendors participate in this event at their own risk. Event organizers and the VCCTA are not responsible for injuries, loss, or damage to persons, goods, or equipment.
14. By submitting an application, vendors grant permission for the event management to photograph vendor area(s), use and list vendor names and booths, and gather and maintain any other pertinent information pertaining to vendor participation for current or future promotional, documentary, and statistical use.
15. No alcohol may be served to the public by event participants. Drinks of any kind may NOT be sold to the public from any booth other than authorized beverage booths operated by the VCCTA, approved food and beverage booths, and Event organizers.
16. Event Organizer is Rich Crombie, 819 Mill St., Reno, NV 89502, ph: (775) 323-7526., email: rich@planitbigevents.com. Event management (Plan It Big Events, LLC and VCCTA) reserves all rights. Please call or write with any questions.