



# Sparks United Methodist Church

1231 Pyramid Way ☩ Sparks, NV 89431-3798 ☩ Phone (775) 358-0925  
www.SparksUMC.org ☩ Office@SparksUMC.org

---

March 1, 2023

Dear Vendor,

We are pleased to announce that the Sparks UMC will again be hosting an Harvest Festival & Craft Fair in 2023. The event will be held on Saturday October 7<sup>th</sup> and Sunday October 8<sup>th</sup> with hours from 9:00am to 4:00pm on both days. This year, the festival will be run by a couple different folks than the last two years, but both of us have been a part of the event in the past – Megan behind the scenes for the last two years and Lindsey ran the festival in 2019.

The harvest festival and craft fair will be held outside on the south lot of our property which is located on the corner of Pyramid Way and Oddie Blvd. in Sparks. This is the same location that we hold our long running Tuesday morning Farmers' market and is a great location for this event as well! We will also be holding our annual Pumpkin Patch event during the harvest festival and craft fair, which is a big draw in the area with plenty of premium pumpkins for sale.

The fee for the 2-day event is \$55.00, and vendors will be provided a 10' by 10' space. You will need to furnish your own tables, shade structure and anchors as needed. If you plan to sell prepared foods, you must meet all of the Washoe County Health Department requirements. Please, no on-site food preparation.

All vendors must have a City of Sparks business license and are responsible for collecting and reporting sales tax. If you need a temporary City of Sparks business license, please contact the City of Sparks – we highly suggest you contact them early to make certain all your documents are received early enough! We will have a one-time sales tax return available for those vendors without a Nevada Sales Tax Permit. For those vendors with a Nevada Sales Tax Permit, you will be allowed to remit payment of the taxes collected at the event on your "regular" Sales and Use Tax Return.

Vendors may set up after 3pm on Friday or early on Saturday morning according to your space assignment. You are advised to not leave valuable items in your booth when it is not attended; we do not assume responsibility for your products.

There will be no early takedown of your booth! Be prepared to stay until closing on both days. An early takedown of your booth will cause you to not be invited back.

The following items are NOT eligible for sale as arts and crafts items: \*Commercially manufactured craft items that are not significantly altered; a piece may incorporate some commercially produced parts, but the design and execution of the work must be the product of the exhibiting Artisan's skills; alteration and enhancement by the Artisan and handcrafted components must dominate the commercial components \*Mass produced items \*Resale items \*Kits \*Drug paraphernalia, weapons, including but not limited to: guns, knives, swords, bows, and arrows.

*Register early!* We will hold a space for you based on date of return of the application. Return your completed application by mail to the church at the above address with your payment. Payment of \$55 is due by September 15<sup>th</sup>. For late registrations, the fee will be \$75 after September 15<sup>th</sup>, and no applications will be accepted after September 30<sup>th</sup>.

We will contact you prior to the event with your booth number and more details. If you have any questions, please contact Megan by e-mail at office@sparksumc.org or at phone number (775) 358-0925.

We look forward to working with you!

Megan Bay

Lindsey Adams



**Sparks United  
Methodist Church  
Harvest Festival and  
Craft Fair - 2023**

**Sparks United Methodist Church  
1231 Pyramid Way, Sparks, NV 89431  
775-358-0925**

Location: Sparks United Methodist Church  
1231 Pyramid Way (Corner of Pyramid Way & Oddie Blvd.), Sparks, NV 89431

Contact: Megan Bay – (775) 358-0925 – office@sparksumc.org

Dates: Saturday October 7, 2023 and Sunday October 8, 2023

Time: 9:00 AM - 4:00 PM

Fees: \$55 per booth; \$75 for late registration (September 15, 2023 – September 30, 2023).  
Event fee is required and is non-refundable.

Deadline: Deadline for registration is September 15, 2023. Late registrations will be accepted until September 30, 2023. No applications will be accepted after September 30, 2023.

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

City, ST Zip: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

City of Sparks Business License: Yes \_\_\_\_\_ No \_\_\_\_\_

Nevada Tax ID #: \_\_\_\_\_

Will you need a Temporary City of Sparks Business License: Yes \_\_\_\_\_ No \_\_\_\_\_

**Have you participated in the Sparks United Methodist Church Harvest Festival & Craft Fair before?**  
Yes \_\_\_\_\_ or No \_\_\_\_\_ How many years? \_\_\_\_\_

**Product Category (Check all that apply):**

Art, Paintings, etc. \_\_\_\_\_ Candles \_\_\_\_\_ Paper Crafts \_\_\_\_\_ Photography \_\_\_\_\_

Children's Items \_\_\_\_\_ Clothing \_\_\_\_\_ Floral/Wreaths \_\_\_\_\_ Ceramics \_\_\_\_\_

Wood Products \_\_\_\_\_ Glass \_\_\_\_\_ Leather Goods \_\_\_\_\_ Jewelry \_\_\_\_\_

Soap/Scents/Oils \_\_\_\_\_ Metal \_\_\_\_\_ Other Crafts \_\_\_\_\_ Food \_\_\_\_\_

(Describe)

Home Based Business (Scentsy, Tupperware, Avon, etc.) \_\_\_\_\_

Please send in the following information:

Completed Application, Copy of City of Sparks Business License, Copy of Nevada Tax Permit (if applicable),  
Photo of Booth, Detailed Description of Product(s).

**A City of Sparks Business License** is required for all vendors and is available through the City of Sparks business licensing division. Please contact them directly at (775) 353-2360 or 431 Prater Way Sparks, NV 89431. We highly encourage you to contact them early if you need to obtain a temporary business license!

**Nevada Sales Tax:** All taxable vendors are required to collect sales tax. All vendors will be required to fill out a "one-time sales tax return" at the event. Vendors who have a Nevada Sales Tax Permit will be allowed to indicate zero on the "one-time sales tax return" and remit payment of the taxes collected at the event on their "regular" Sales and Use Tax Return. Vendors who do NOT have a Nevada Sales Tax Permit will need to be prepared to collect sales tax at the event and remit the sales tax collected in the form of cash or a check payable to The Nevada Department of Taxation at the conclusion of the event to Megan Bay or Lindsey Adams. If you have a Nevada Tax ID Number, please be sure to enter it on the first page of this application. Please call (775) 687-9999 if you would like to speak with the Nevada Department of Taxation.

**A Washoe County Health Department permit** is required for all food truck vendors, prepared food vendors, and anyone requiring a sampling permit. Please contact them directly for more information at (775) 328-2400.

**A City of Sparks Environmental Control Section permit** is required for all food truck vendors.

**Other Provisions (please initial next to each item to verify you understand it):**

\_\_\_\_\_ Vendors are required to provide a covering for their booth as well as weights for their coverings.

\_\_\_\_\_ Vendors are also responsible for tables, chairs, backdrops, etc. and items are subject to approval by the Harvest Festival and Craft Fair Management. No electrical power is available.

The undersigned Applicant requests permission to enter the Sparks United Methodist Church Harvest Festival and Craft Fair. Sparks United Methodist Church reserves the right to refuse an Applicant participation in the event if they are inappropriate.

In consideration of acceptance of this application the undersigned:

- 1) hereby releases and forever discharges and hereby grants to indemnify and hold harmless the Sparks United Methodist Church, Megan Bay, Lindsey Adams, and each and every one of its officers, members, agents, employees, and volunteers of and from any and all loss, claim of loss, liability of damage arising out of any personal injury or property damage occurring to the applicant (or any individual of which the Applicant is comprised) in the Sparks United Methodist Church Harvest Festival and Craft Fair. The Applicant assumes all risks incurred.
- 2) agrees to be in compliance with all rules and regulations, and abide by all current laws, ordinances and statutes of the City of Sparks, the State of Nevada and Washoe County as they currently exist or as they may be amended in the future.

The undersigned represents the person or persons of which the Applicant is comprised.

Applicant Name (please print): \_\_\_\_\_

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

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



Business License Application within the City Limits  
of Sparks - Temporary License

Business License Fees ~

\$19 Temporary License Fee

Please complete all forms in the application packet in their entirety. If you have any questions regarding the requested information, please contact our office at:

775-353-2360.

Incomplete applications will not be accepted.

## City of Sparks Business License Application Guidelines

Our job in the Business License Division is to help guide applicants through the process of starting a business in the City of Sparks. **Items 1-4 are required prior to submitting any Business License application.** All City of Sparks applications and forms are available in our office at City Hall, 431 Prater Way, Sparks, online at [www.cityofsparks.us](http://www.cityofsparks.us) or via email by request. Please don't hesitate to contact our office with questions at 775-353-2360 weekdays from 8:00am – 5:00pm or via email at [business@cityofsparks.us](mailto:business@cityofsparks.us).

- 1. State Business License:** Per NRS 364A, all applicants are required to register for a State Business License with the Nevada Secretary of State's Office. The State Business License registration can be completed online through the State of Nevada SilverFlume website, [www.nvsilverflume.gov](http://www.nvsilverflume.gov) or in person at their office located at 202 North Carson Street, Carson City, NV 89701. Proof of registration is required with the City Business License application. Please contact 775-684-5708 with questions regarding the State Business License Requirement.
- 2. Nevada State Department of Taxation:** All entities conducting business in Nevada, must register with the Nevada Department of Taxation. The sales and use tax permit registration can be completed online through the State of Nevada SilverFlume website, [www.nvsilverflume.gov](http://www.nvsilverflume.gov) or in person at 4600 Kietzke Lane, Bldg L, Suite 235, Reno, NV 89502. Proof of registration is required with any City Business License application. Please contact 866-962-3707 with questions regarding the State Taxation Registration Requirement.
- 3. State Industrial Insurance:** The State requires that a Workers' Compensation Insurance form be filled out and submitted. The affidavit of compliance can be completed online through the State of Nevada SilverFlume website, [www.nvsilverflume.gov](http://www.nvsilverflume.gov) or submitted in person with the business license application. Any business having employees will need the insurance policy number and expiration date of the policy in order to complete the affidavit of compliance. Please contact your insurance company with questions regarding Workers' Compensation Insurance.
- 4. Fictitious Firm Name:** If the business is utilizing a fictitious firm name in place of the owners legal first and last name, also known as a DBA (doing business as), it must be registered with the Washoe County Clerk's Office. The office is located at 1001 E. 9<sup>th</sup> Street, Bldg A, First Floor, Reno, NV 89512. Proof of registration is required with the City Business License application. Please contact 775-784-7260 with questions regarding Fictitious Firm Names.

### **Submitting the Application Packet**

Business License applications may take a **minimum of 4 weeks** to process. Please plan accordingly. Please ensure that all forms included in the packet are complete and submitted with the application to avoid delays in processing. Incomplete applications **will not** be accepted until all necessary information is provided to the Business License Division. Initial application and review fees can vary depending on reviews needed and the type of business you are conducting. Please call the Business License Division for an accurate fee quote. Appropriate fees must be submitted with the application packet at the time of submission. You may submit your application in person at City Hall at the Customer Service Counter or by mail to the City of Sparks Business License Division.





431 Prater Way  
 PO Box 857  
 Sparks, NV 89432  
 775-353-2360

[www.cityofsparks.us](http://www.cityofsparks.us)

- A. Unless otherwise provided in or exempted by this title, any person who transacts or conducts any business in the city on a temporary basis may obtain a temporary business license from the city authorizing that temporary business. Any such person shall comply with all applicable provisions of this title.
- B. The transacting or conducting of business through a temporary business license shall not exceed six consecutive calendar days.
- C. Additional temporary business licenses shall not be obtained by the same entity within seven calendar days of a previous temporary business license expiration date.
- D. An entity may obtain a maximum of six temporary business licenses within a consecutive 12-month period.
- E. The fee for a temporary business license shall be \$15.00 plus the technology fee pursuant to SMC 5.12.103.

**TEMPORARY BUSINESS LICENSE APPLICATION**

Please type or print in black or blue ink only.

Event Start Date \_\_\_\_\_

Event End Date \_\_\_\_\_

**NOT TO EXCEED 6 DAYS**

01) Corporate Name/Business Name: \_\_\_\_\_

02) Doing Business in Nevada as (DBA): \_\_\_\_\_

03) Event Location (no PO Boxes): \_\_\_\_\_ Suite #: \_\_\_\_\_ 04) Federal Tax ID#(EIN): \_\_\_\_\_

05) City: \_\_\_\_\_ 06) State: \_\_\_\_\_ 07) Zip Code: \_\_\_\_\_ 08) Bus. Phone: \_\_\_\_\_

9) Mailing Address: \_\_\_\_\_ 10) Bus. Fax: \_\_\_\_\_

11) City: \_\_\_\_\_ 12) State: \_\_\_\_\_ 13) Zip Code: \_\_\_\_\_ 14) E-mail: \_\_\_\_\_

15) Business Entity Type:  Sole Proprietor  Corporation  Partnership  LLC  Association 16) Professional License #: \_\_\_\_\_

17) Describe the nature of business to be conducted (be specific and complete):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

18) Event Producer (if applicable) \_\_\_\_\_ 19) Event Hours \_\_\_\_\_ 20) no \_\_\_\_\_

**List Individual Licensee**

21) Licensee Name: \_\_\_\_\_ 22) Title: \_\_\_\_\_ 23) Phone: \_\_\_\_\_

24) Home Address: \_\_\_\_\_ 25) Alt Phone: \_\_\_\_\_

26) City: \_\_\_\_\_ 27) State: \_\_\_\_\_ 28) Zip Code: \_\_\_\_\_

**List Individuals with Interest or Ownership in the Business**

29) Full Name	Title	Address	DOB

**Emergency Contact/Local Contact Information**

30) Name: \_\_\_\_\_ 31) Phone: \_\_\_\_\_

32) Has any applying individual, or any member of this applying firm, has been convicted in this state, or elsewhere, within the past ten years of any offense, not including minor traffic offenses?  Yes  No If yes, please state the offense(s), the year of conviction(s), and the punishment assessed therefore:  
 \_\_\_\_\_  
 \_\_\_\_\_

**I, THE UNDERSIGNED, UNDERSTAND THAT: (1) IT IS UNLAWFUL FOR ANY PERSON TO TRANACT OR CONDUCT ANY BUSINESS WITHOUT FIRST HAVING OBTAINED A BUSINESS LICENSE; (2) THIS DOCUMENT IS AN APPLICATION ONLY AND CERTAIN CONDITIONS MUST BE MET BEFORE A BUSINESS LICENSE WILL BE ISSUED TO ME; (3) I CERTIFY THE INFORMATION SUBMITTED ON AND WITH THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

33) Licensee Signature: \_\_\_\_\_ 34) Title: \_\_\_\_\_ 35) Date: \_\_\_\_\_

**Event Type**  
 Special Activity  Special Event Street/Sidewalk Vendor  Temporary Merchant

Official Use Only	
Total Amount Paid	_____
Date Paid	_____
Receipt #	_____
Sewer Account #	_____
Parcel #	_____
License #	_____
Activity Type	_____
Effective Date	_____
Expiration Date	_____



PO Box 857  
Sparks, NV 89432  
775-353-2360  
[www.cityofsparks.us](http://www.cityofsparks.us)

Event Details:

Anticipated Daily Attendance\* \_\_\_\_\_ Anticipated Total Attendance\* \_\_\_\_\_

Open to the Public\*  Yes  No

Will Admission Be Charged\*  Yes  No If yes Admission Fee \$ \_\_\_\_\_

Amplified Sound/Multimedia\*  Yes  No Street/Sidewalk Occupancy\*  Yes  No

Alcohol Service\*  Yes  No Food/Beverage Service\*  Yes  No

Privileged Secondhand Sales\*  Yes  No Park Usage\*  Yes  No

If you are the event promotor:

Number of Booths \_\_\_\_\_ Number Of Vendors/Exhibitors \_\_\_\_\_

Event Set Up\*  Yes  No

FIRE HAZARD CHECKLIST

- Flammable or Compressed Gasses
- Cooking Vendors
- Exit Obstructions
- Indoor Vehicle Display
- Bleachers
- SEPARATE PERMIT MAY BE REQUIRED:
- Open Flame Devices
- Tents in Excess of 200 SQ FT
- Pyrotechnics
- Fire Lane or Hydrant Obstruction
- Fenced Area/Building Occupied by 50 or More People
- Temporary Electrical Wiring
- Dust or Spark Production
- Loose Seats/Chairs over 200
- Canopies in Excess of 400 SQ FT
- Indoor Demonstration Cooking

DISPOSAL AND RECYCLING PLAN

Existing City-ownded Trash Receptacles  Yes  No

Refuse Removal Plan \_\_\_\_\_

**STATE OF NEVADA, DIVISION OF INDUSTRIAL RELATIONS**  
**AFFIRMATION OF COMPLIANCE**  
**WITH MANDATORY INDUSTRIAL INSURANCE REQUIREMENTS**  
*(Instructions with Definitions are located on reverse side)*

<b>Business Name</b> (Include any name doing business as)	<b>Type of Business</b>	<b>Business Telephone Number</b>	
<b>Business Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Federal Identification No.</b>	<b>Social Security No.</b>	<b>Contractor's Board License No.</b>	
<b>Name of Principal Owner</b> (Please Print)		<b>Principal Owner's Telephone No.</b>	
<b>Principal Owner's Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>

Identified as: (Complete one section only)

- ( ) That the above identified business has obtained industrial workers' compensation insurance as required by Chapter 616A to D, inclusive, of the Nevada Revised Statutes (NRS):

<b>Effective Date of Coverage</b>	<b>Account Number</b>
-----------------------------------	-----------------------

- ( ) That the above identified business is not subject to the provisions of Chapter 616A to D, inclusive, of the Nevada Revised Statutes, due to a statutory exemption or as a business which has no employees nor hires any independent contractor or subcontractor.

- ( ) That the above identified business has a valid certificate of self-insurance pursuant to Chapter 616A to D, inclusive, of Nevada Revised Statutes.

<b>Effective Date</b>	<b>Certificate Number</b>
-----------------------	---------------------------

I declare that I have the authority to act on behalf of the above described business, and am applying for a license to operate said business as a (n):    ( ) Individual    ( ) Sole Proprietor    ( ) Partnership    ( ) Corporation

<b>Name of Applicant</b> (Please Print)	<b>Applicant's Telephone Number</b>
<b>Applicant's Residence Address</b>	<b>City</b>
	<b>State</b>
	<b>Zip Code</b>

I do hereby affirm that the above information is true and correct.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

<b>Signature of Applicant</b> (To be signed in the presence of the business license office employee)	<b>Applicant's Title</b>
--	--------------------------

<b>Witness Signature - (Business License Office Employee)</b>	<b>Name of City or County</b>
---	-------------------------------

**If unable to sign this document in the presence of a Business License Employee, the Applicant's signature must be notarized.**

SUBSCRIBED and SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC



## *INSTRUCTIONS*

The provisions of Chapter 616A to D, inclusive, of the Nevada Revised Statutes require every person, firm, voluntary association, and private corporation, including any public service corporation, which has any person, subcontractor, or independent contractor, under contract of hire, to obtain industrial insurance coverage in Nevada or obtain a certificate of self-insurance from the Nevada Commissioner of Insurance. **Subcontractors and independent contractors engaged in the same trade, business, profession or occupation as the hiring person or business, are by law considered to be employees.** One exception to the requirement for industrial insurance is if you or your business hires no employees, subcontractors or independent contractors. You are not required to obtain industrial insurance coverage for the following employees: theatrical or stage performers; casual musicians; household domestics, farm, dairy, agricultural or horticultural laborers, or persons engaged in stock or poultry raising; voluntary ski patrolmen; real estate brokers and/or salesmen; direct sellers; or clergy. Businesses, which elect to obtain industrial insurance coverage for such persons, gain valuable rights and significantly reduce liabilities for injuries to these persons. **A business which hires persons who are exempt from the provisions of Chapter 616A to 617, inclusive, of the Nevada Revised Statutes may be held liable in tort for injuries to those persons.** A business, which hires exempt persons, may elect to obtain industrial insurance, including sole proprietor coverage and partnerships.

**IMPORTANT NOTICE:** Pursuant to the provisions of NRS 616D.200(1): Any employer within the provisions of NRS 616B.633 who fails to provide, secure or maintain compensation as required by the terms of this chapter, is: (a) for the first offense, guilty of a **misdemeanor** and (b) for a second or subsequent offense committed within 7 years after the previous offense, guilty of a **category D felony**.

Definitions for Purposes of this Affirmation:

“Applicant” is the person executing this document

“Business Name” is the name under which the business will operate, including the identification of any other names under which the entity will do business.

“Corporation” is a business which is incorporated in the state of Nevada or in any other state, and which is recognized as an active corporation by the Secretary of State for the State of Nevada.

“Type of Business” means the nature of the business...

“Individual” is a person who operates a business which hires no employees, subcontractors, or independent contractors.

“Partnership” is a business, which is owned and operated by two or more individuals who share ownership rights to the net profits of the business and who share in all the liabilities of that business. A limited partnership is included in the term partnership if the limited partners are investors only, and do not perform services for the business.

“Principal Owner” is the owner, sole operator, designated general partner, or resident agent for the corporation.

“Sole Proprietor” is a self-employed owner of an unincorporated business and includes working partners and members of working associations, which may or may not hire employees.