

April 28, 2021

Dear Vendor:

We are back in action! After a year hiatus, we are pleased to invite you to submit an application for our Harvest Festival & Craft Fair. The event will be held on Saturday October 15th and Sunday October 16th with hours from 9:00am to 4:00pm on both days.

The 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 the craft fair! We will also be holding our annual Pumpkin Patch event during the craft fair. This is always a big draw in the area, and we will have over 1,000 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 and 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.

We will have food and beverages for sale during the event. We will provide vendors with complimentary coffee and a food voucher. We will also have volunteers to watch your booth as needed for a break.

All vendors are responsible for collecting and reporting sales tax. 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. We will have a volunteer on-site at night, but 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 10th. For late registrations, the fee will be \$75 after September 10th, and no applications will be accepted after September 30th.

We will contact you prior to the event with your booth number and more details. If you have any questions, please contact Julie Smith by e-mail at sparksumcpumpatch@gmail.com or at phone number (775) 287-4442. Please leave a message and I will get back to you.

We look forward to working with you!

Sincerely,

Julie Smith and Alice Hanson



**Sparks United
Methodist Church
Harvest Festival and
Craft Fair - 2021**

**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: Julie Smith (775) 287-4442, Alice Hanson (775) 544-7917

Dates: Saturday October 16, 2021 and Sunday October 17, 2021

Time: 9:00 AM - 4:00 PM

Fees: \$55 per booth; \$75 for late registration (September 10, 2021 – September 30, 2021).
Event fee is required and is non-refundable.

Deadline: Deadline for registration is September 10, 2021. Late registrations will be accepted until September 30, 2021. No applications will be accepted after September 30, 2021.

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 #: _____

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. Currently, the City of Sparks does not offer a temporary business license for events on private property.

Please call (775) 353-2360 the City of Sparks Business License division if you have any questions or concerns.

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 to **Alice Hanson or Julie Smith** at the conclusion of the event. 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 would like to speak with the Nevada Department of Taxation.

A Washoe County Health Department permit is required for all prepared food vendors. Please call Chantel Batton at (775) 328-2626 for details.

Other Provisions: Vendors will be required to provide a covering for their booth as well as weights for their coverings. Initial here: _____ 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, 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 statues 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: _____ / _____ /2021