



## **2014 Vending Application**

The Great Reno Balloon Race is excited about the opportunity for your company to showcase its products and be involved in the **33rd Annual Great Reno Balloon Race (GRBR)**.

### **The Great Reno Balloon Race/Product Demo:**

Expo fees are listed below. Booth/space locations will be reserved on a first to register basis. The venue is set up such that all locations are desirable and have equal visibility and traffic.

COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

Contact person responsible for exhibit on-site with contact phone number: \_\_\_\_\_

**Sales Tax Identification Number:** \_\_\_\_\_ Attach copy of permit

**Federal Identification Number:** \_\_\_\_\_ If you operate under a DBA and do not have a FEIN use your Social Security Number.

### **Space Reservation**

Vendor spaces will be reserved on a first come-first serve basis based on the date we receive payment. There are a limited number of expo spaces so we suggest that you reserve your spot promptly. Spaces will be assigned at the sole and absolute discretion of Management as more fully set forth herein.

### **Expo Schedule:**

Thursday, Sept. 4th – LOAD IN/SET UP 9AM – 5 PM

Friday, Sept. 5th – Expo Open: 5 AM – NOON (must be ready for business by 4 AM)

Saturday, Sept. 6th – Expo Open: 4 AM – NOON (must be ready for business by 4 AM)

Sunday, Sept. 7th – Expo Open: 4 AM – NOON (must be ready for business by 4 AM)

Sunday, Sept. 7th – All vendor equipment must be removed by 6 PM

### **Vendor Vehicles / Loading:**

Vehicles will not be permitted to load or unload during GRBR hours of operation. Those who have branded vehicles and who are interested in incorporating them into your display, please contact Management. An exhibitor parking area will be conveniently located within walking distance of exhibitor area.

**Insurance:** A certificate of insurance for general liability (minimum \$1,000,000) naming The Great Reno Balloon Race as additional insured ***must be submitted with this application!***

**All 2014 Participating Companies Must Read and Sign the Following:**

- 1. Payment/Cancellation Policy:** Payment in full is required to register as a vendor at GRBR. All cancellation requests must be made in writing. Vendors canceling prior to August 1, 2014 forfeit 50% of booth rental fee. No refunds will be given to those canceling after August 1, 2014.
- 2. Space Assignments:** A booth space consists of one or more 10' x 10' areas. Tents and additional booth furnishings are available at additional costs (see above). Booth assignments will be made only after payment is received and will be made in the sole and absolute discretion of Management and based on space requirements, products to be exhibited and with consideration of the overall best interest of the event. All booth and exhibit materials must fit within the dimensions of the booth, obstruction of walkways or general views of the event or other exhibiting companies will not be allowed. Any plans for specifically built displays must be submitted to THE GREAT RENO BALLOON RACE ("Management") for approval.
- 3. Exhibit Operation:** All booths must be open and staffed during the hours of GRBR. At the close of the exhibit each day the area will be cleared and no one will be permitted admission to the area. Management reserves the right to restrict exhibit noise level and to determine suitable methods of operation and display of materials. Vendors agree that Management may relocate Vendor to another space if necessary, in the sole and absolute discretion of Management.
- 4. Products and Exhibits:** No product bearing the GRBR trademark, name, logo, or reference to such may be sold or distributed without written permission from GRBR. Management reserves the right, in its sole and absolute discretion, to restrict the sale or display of any item which is deemed objectionable. If, for any reason, an exhibit or its contents are deemed objectionable, the exhibit, product, or item will be subject to removal. Should such an eviction or restriction be enforced, Management shall not be held liable for refunding of rental fees or funds for exhibition rental.
- 5. Management & Dismantling:** Management reserves the right should any rented Vendor's space remain unoccupied on the opening day or should any space be forfeited due to failure to make payment, to rent said space to any other Vendor or use said space in any other manner, but this clause shall not be construed as affecting the obligation of Vendor to pay the full amount specified in this invoice for space rental should Management not re-let the space. Vendor shall be solely responsible at its own expense, for installing and dismantling its booth. Vendor shall repair any such damage caused by such dismantling and return the space in the same condition as received.
- 6. Fire, Safety & Health Regulations:** Vendors agree to comply with local, city and state laws, ordinances and regulations including, but in no way limited to, all applicable federal, state and local codes and regulations relating to the preparation and service of food products, as well as any and all regulations set forth by the Management covering fire, safety, health and all other matters. All exhibit equipment and materials will be reasonably located within the booth and protected by safety devices where necessary. Vendors shall take all necessary fire precautions. All vendors must be in compliance with all Nevada OSHA codes. **Power strips are not allowed.**
- 7. Sub-letting of Space:** Vendor shall not assign, sublet, or apportion the whole or any part of the space assigned or have representatives, equipment, or materials for firms other than its own in the exhibit space without written consent from Management.
- 8. Indemnification/Release:** Management will take reasonable precautions to safeguard Vendor's property during non-expo hours. However, Management will not be liable for loss or damage to the property from theft, fire, accident, or any other cause. By initialing below, Vendor agrees to indemnify, protect, defend and hold harmless The Great Reno Balloon Race and Washoe County, its officers, directors, and organizers, owners, and agents, representatives, or employees of the above from and against any and all claims, damages, costs, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, the occupancy of the assigned space by Vendor, the conduct of Vendor's business, any act, omission or neglect of Vendor, its agents, contractors, employees or invitees, and out of any Default or Breach by Vendor in the performance in a timely manner of any obligation on Vendor's part to be performed under this agreement. In addition, the Vendor expressly releases the aforementioned from all claims for loss, damage or injury arising from any cause whatsoever.  
**VENDOR INITIALS:** \_\_\_\_\_
- 9. Insurance and Liability:** The Vendor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to Vendor's displays, equipment, and other property brought upon the premises of the festival site. ALL vendors MUST provide a Certificate of Insurance to Management in the amount of \$1,000,000 (one million dollars). The certificate MUST list The Great Reno Balloon Race, and Washoe County as "Additionally Insured." Said certificate must be received by Management or exhibitor will not be allowed to participate in the Exhibition. Management reserves the right, in Management's sole and absolute discretion, to require additional insurance based on vendor's permitted use of the assigned space.
- 10. Utilities:** Electricity services are available during GRBR for an additional fee, as set forth above. Vendors requiring said services must make prior arrangements directly with Management to utilize electrical systems and any other provided utilities which vendor desires to utilize. Any vendor desiring to utilize a generator must obtain the prior written permission of Management, which such permission may be withheld in Management's sole and absolute discretion.
- 11. Inability to Perform:** If Management should elect not to, or be prevented from, holding GRBR or if it cannot permit Vendor to occupy Vendor's assigned space due to circumstances beyond its control, including but not limited to: strike, civil disobedience and acts of God, Management will refund to Vendor the amount of rental paid, less a proportionate share of GRBR expenses, and Management shall have no further obligation or liability to Vendor. In the event Management is prevented from holding GRBR and Vendor shall have made no payment,

he nevertheless shall be obligated to pay his share of the expenses. The right to cancel or terminate The Great Reno Balloon Race, in whole or in part, shall be in the sole and exclusive discretion of Management.

**12. Rules and Regulations:** Management shall have full power in the interpretation and enforcement of all rules contained herein to make such further rules and regulations as it shall consider necessary for the proper conduct of GRBR.

**13. No Animals Allowed:** No animals allowed at The Great Reno Balloon Race.

**14. Alcoholic Beverages, Bottles & Cans:** No alcoholic beverages are permitted on GRBR event grounds unless purchased from a vendor licensed by Management to sell same. No glass bottles are permitted.

**15. Inclement Weather:** In the event of inclement weather, this agreement may be terminated by Management only. Tenant shall have no right to terminate this Agreement based on inclement weather. In the event Management determines, in its sole and absolute discretion, that the prevailing weather conditions either make, or are likely to make, continuation of the event impractical, Management shall have the sole and absolute right to terminate this agreement. In the event of such termination, the amount of rent paid shall be refunded to Vendor pursuant to Section 11 above.

By completing this contract we agree to exhibit our products/services at the 2014 GRBR and to abide by the rules, regulations and conditions governing GRBR as stated above.

**Exhibition Company:** \_\_\_\_\_

**Authorized Applicant Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THE GREAT RENO BALLOON RACE**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

*Completion of this application does not guarantee space will be assigned.*

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

Print Name: \_\_\_\_\_

## **ELECTRICAL REQUIREMENTS**

Currently, there are a limited number of 20 amp standard service electrical outlets available to Concessionaire/Exhibitor spaces. Please indicate on your application your electrical needs, and on this form if additional power requirements are needed.

Requests for increases in electrical power must be received immediately. The exhibitor will pay The Great Reno Balloon Race for all costs incurred in increasing electrical power to an assigned space.

Our electrician will need the following information to provide you with sufficient power for your needs. He will determine the cost, and we in turn, will provide you with this information. We ask for approval by signature on this form, from an authorized individual with your company ASAP.

Watts: \_\_\_\_\_ Amps: \_\_\_\_\_ Volts: \_\_\_\_\_

What kind of equipment will be used that requires the above number of watts, amps and volts?

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Company Name: \_\_\_\_\_

Booth Location: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

**GENERATORS ARE NOT ALLOWED**

## Payment

\*Please indicate what you are planning to rent

### Expo Spaces Size & fees:

QTY	SIZE	FEE
-----	10x10	\$ 850.00
-----	10x10	\$ 500.00 Nonprofit Rate

### Additional Rental Items:

QTY	ITEM	FEE
-----	10X10 Tent*	\$ 250.00
-----	20X20 Tent*	\$ 500.00
-----	One 8-foot table	\$ 20.00
-----	Electricity- two 20 amps	\$ 75.00
-----	Electricity- one 220 outlet	\$250.00

\*Tents supplied by The Great Reno Balloon Race have three sides and a top, the sides can be removed.  
Please indicate the number of amps you will need.

METHOD OF PAYMENT: A Company or personal check covering the space fee must accompany this contract. A \$35 insufficient funds fee will be charged for any checks that do not clear. No checks will be accepted after August 25, 2014. Full payment required prior to set up on September 4, 2014.

**Amount Enclosed: \$** \_\_\_\_\_

**Please mail this form along with payment to:**

The Great Reno Balloon Race  
PO Box 12695  
Reno, NV 89510