

2023 VENDOR INFORMATION

Event Date	Sunday, July 23 rd , 2023
Booth Fees	\$25 - Non-Profit (501c3 Verification Required) \$50 - Handmade Artwork or Craft \$125 – Other Products or Services ** Booth sharing is not allowed *** Late registration (after July 16th) will assess an additional \$50 fee
Set-Up Time	7:30am to 9:30am
Exhibit Time	10am to 2:30pm
Location	McKinley Arts & Cultural Center: 925 Riverside Dr., Reno, NV 89503 (Keystone and Riverside Drive, next to the Bridge, facing the Truckee River)
Booth Size	10' X 10' Space
Power Supply	ONLY if critical for your artwork and approved by Kerri prior to the day of the Event. All requests and approvals must be made no later than July 16, 2023.
Environment	While there are shady trees on the premises, we recommend bringing extra covering; Sandbags to secure your booth are recommended (wind is common in July); Absolutely No Ground Holes -DO NOT stab, poke, or dig into the ground; No Flexi-Leashes
Space	A map will be provided before the event



2023 VENDOR BOOTH APPLICATION

Name: _____ Phone: _____

Company Name: _____

Address: _____

E-mail: _____

Website: _____

THERE WILL BE NO BOOTH SHARING OPTIONS

Option 1: Non-Profit Booth - \$25 _____
~please attach your IRS letter of determination (501c3)

Option 2: Artwork or Handcrafted Items - \$50 _____
Original artwork and handmade crafts only, must be animal themed items

Option 3: Other products or services - \$125 _____

Late Fee – if registered after **July 16, 2023** \$50 _____

Do you have a Reno Business License? Yes No *(if no, add \$15)* _____
If no, we will obtain your license; an additional \$15 is required for a temporary business license.

Are you bringing your own tent? Yes No _____
If not, would you like to rent one Yes No _____
(not required) additional \$135.00 _____

Do you need a table and/or chairs? Yes No _____
(table is an additional \$25; 2 chairs \$15) _____

Booth Total: _____

Do you have Liability Insurance? Yes No _____
If no, please sign and return the attached Liability release page with your application.

Mail this application, booth agreement, and your raffle donation details with your check made payable to: Art Paws, 8095 Blackfoot Way, Reno, NV 89506 or email to info@ArtPawsReno.com



2023 BOOTH AGREEMENT

Special Regulations

Vendor Booth Applications will be accepted through July 16, 2023. Notification of vendor acceptance will be given within 10 business days of receipt of your Vendor Booth Application and fees made payable to: Art Paws.

This outdoor event will take place rain or shine. ***We will not be responsible for sun, shade, or weather conditions. No refunds will be given.*** However, booth space may be transferred to another vendor upon approval.

A 10' x 10' booth space will be assigned to each vendor. Each vendor is responsible to provide their own table and shade (unless requested in your Vendor Booth Application). Each vendor accepts any loss or damage to their artwork, products, and/or items brought to the event. While McKinley Arts & Cultural Center has many trees, please be prepared for morning and/or afternoon sun. Assigned vendor spaces cannot be changed the day of the event. Spaces will be given on July 23rd, 2023, at vendor check-in. Please do not poke, stab, or dig holes in the ground.

Vendor Special Request

VENDOR agrees to all of the above by signing below.

Thank you. We all look forward to a wonderful Art Paws event.

Print Name: _____

Title: _____

Signature: _____

Date: _____



2023 INSURANCE LIABILITY COVERAGE ACKNOWLEDGMENT

Event Date: July 23, 2023

Dear Vendor,

Art Paws requests all vendors carry and provide liability coverage for this event. Please be advised that any Artown and Art Paws event coverage **WILL NOT** be extended to or provide any insurance liability coverage to you, your employees, volunteers, associates, animals, or business in any way. Additionally, you release all liability from Art Paws, Inc., Artown, McKinley Art and Cultural Center, and/or the City of Reno, their employees, volunteers, and/or associates. If you understand and agree to the above, please sign below.

Print Name

Title

Sign Name

Date

Business Name

