



**CITY OF NORTH LAS VEGAS
NEIGHBORHOOD AND LEISURE SERVICES – CRAIG RANCH REGIONAL PARK
EVENT VENDOR APPLICATION AND INFORMATION**

CITY OF NORTH LAS VEGAS VENDOR OPPORTUNITES

The City of North Las Vegas offers a number of opportunities for vendors. Mobile Food Vendors may participate in our monthly park vending program; Merchandise vendors may participate in City-sponsored events.

For more information, please contact crrp@cityofnorthlasvegas.com or by phone at (702) 633-2418.

Monthly Park Vending Program

The monthly park vending program offers food vendors the opportunity to vend throughout the North Las Vegas Parks system. For a monthly fee of \$200, vendors may vend at any/all City of North Las Vegas parks for a full 30 days. There may be times/ days that vendors may not operate at Craig Ranch Regional Park, due to large volume special events. In these cases, staff will notify the vendor a minimum of 72 hours in advance. No pro-rating will be applied in these instances. Also, please note that the fee to participate in special events may require an additional fee (see below).

Monthly park vendors are required to have the following:

- Completed application with menu/ merchandise and pricing
- Copy of City of North Las Vegas Business License
- Certificate of General Liability Insurance with the City named as an additional insured.
- SNHD Health Permit
- Nevada Tax ID Number

Once the required documents have been submitted, vendors may renew and pay over the phone.

Special Event Vending Opportunities

Vendors may also participate in City-sponsored special events. Food, merchandise, non-profit, business and political vendors are accepted for all City-sponsored events. Vendors for these events must provide the following:

- Completed application with menu/ merchandise and pricing
- Certificate of General Liability Insurance (food vendors)
- SNHD Health Permit (food vendors)
- Nevada Tax ID Number (all)

The fee to participate in City-sponsored events is indicated below.

	FOOD (Full menu)	FOOD (single item/ dessert)	ARTIST & NON-PROFIT	MERCHANDISE/ POLITICAL
MOVIE MADNESS	\$50 (MAX 1)			
CRRP Campout	\$100 (Max 1)			



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*The application must be completely filled out and all questions answered.
Please complete one sheet for each event that you are requesting to become involved with.*

Business/Organization Name: _____

Applicant's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

E-mail Address: _____ Website: _____

Event Name: _____ Event Date: _____

Event Location: _____

Vendor Type Merchandise Food (full) Food (single Item)

Please describe how you plan to sell your product (cart, booth, vehicle, etc) and space needed for setup. Include vehicle dimensions and license plate number.

Please list and/or attach a copy of the menu items/ merchandise items and pricing you plan to sell.

Vendors are required to provide the following documents:

- Completed application with menu/ merchandise and pricing
- Copy of City of North Las Vegas Business License (if applicable)
- Certificate of General Liability Insurance (if applicable)
- SNHD Health Permit (if applicable)
- Nevada Tax ID Number (if applicable)

Vendor Signature: _____

Date: _____

OFFICE USE ONLY:

Action: Approved Denied

Date: _____

Initials: _____

Event Fee: \$: _____

Receipt#: _____



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VENDOR AGREEMENT (for event vendors only)

This agreement is between the City of North Las Vegas and _____ for selling rights at the _____ (date/name) event.

Vendor Booth fee is _____ (cash, credit or check/money order payable to City of North Las Vegas). Please initial that you agree to comply with the following:

_____ Vendor personnel must man station during hours of event/ food sales and preparations. The vendor assumes total responsibility for their display and the actions of their employees, agents and agrees to maintain direct control over them while participating in the North Las Vegas event. Spaces may not be sublet or shared.

_____ Set-up and tear down may occur only during appointed times.

_____ Any rented/leased equipment (i.e. commercial grills, refrigerators, etc.) are the sole responsibility of the vendor. Any items left on-site more than 2 hours past the end of the event will be subject to impound by the North Las Vegas Police Department and the vendor will be responsible for any and all charges incurred.

_____ The vendor must restrict his/her activities and materials to the confines of their assigned area. Boxes must be placed out of the way and the area must remain neat and organized. The vendor agrees to keep the booth site clean of all garbage and trash. The City of North Las Vegas does not furnish extension cords, hoses, forklifts, dollies, physical assistance, etc.

_____ The City makes no guarantee of the number of participants in subject event. The vendor agrees that this agreement is not contingent upon advertising, publicity, or promotional considerations.

_____ The vendor agrees to indemnify and hold harmless the City of North Las Vegas, the facility, and their respective agents, employees and servants from any and all claims, damages, expenses, injury, demands, suits, asserted by any person, form or corporation or other entity, arising out of Vendor=s participation in the above described event. The Vendor waives any and all claims against the City of North Las Vegas for such claims. The Vendor agrees to reimburse the City of North Las Vegas and the facility for all reasonably incurred expenses, including legal fees expended in defense of such claims.

_____ The City accepts no responsibility for inclement weather.

_____ The Vendor will, at his/her own expense obtain all necessary health permits for participation.

_____ The vendor will obtain a liability insurance of \$1,000,000 listing the City of North Las Vegas as an additional insured, if applicable.

_____ As a food vendor, I agree to have the appropriate food permit from the Health Department and have it displayed in clear view to the public. All vendors agree to have prices displayed in a prominent place.

_____ No wastewater, grease or other liquid may be dumped on the ground, in gutters, storm drains, etc. It must be carried back with the vendor and disposed of properly. Vendors are responsible for the cleanliness of their booth and waste. Only ice melt is allowed down storm drains.

_____ I agree to display only appropriate materials and further understand this is a family event. Any inappropriate materials, goods, items, or staff will result in my booth being closed to the public. I understand if my booth is closed no refunds will apply.



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_____ I will access my vendor site by vehicle for set-up and tear down only. I will unload all items and move my vehicle to the vendor parking area as soon as possible.

_____ I will comply with all event rules and regulations.

_____ This agreement is for the Special Event listed and creates no rights to the vendor with respect to any subsequent special events.

_____ Federal, State and City laws must be strictly observed. Smoking in exhibits is strictly prohibited.

_____ Cancellation of Vendor Space: In the event of cancellation by the vendor, vendor remains liable for all fees. The vendor agrees to pay all collection costs, attorney and court fees necessary to collect past due booth rentals.

_____ I, as a vendor, understand that if I do not comply with ALL of the foregoing requirements, my booth may be closed to the public. If the above regulations and those of the facility are not observed or not corrected within a reasonable time upon notification of the vendor, the vendor may be asked to leave their booth and leave the facility (premises) in a quiet and orderly manner, in which case no refunds will apply.

Vendor Date _____

City Representative Date _____