



2024 Sierra Nevada Lavender & Honey Festival VENDOR REQUIREMENTS, RULES & REGULATIONS

Sunday, July 14, 2024, 10 a.m.–6 p.m.

VENDOR REQUIREMENTS

- All applications will be reviewed and juried by the Festival Committee for quality of product and appropriateness to the event. Applicant will be notified upon approval.
- All vendors are required to submit a completed, signed Vendor Application, Hold Harmless/Indemnification Agreement and City of Reno Vendor Agreement.
- Sierra Nevada Lavender & Honey Festival reserves the right to reject applications.

LAVENDER, HONEY AND OTHER AGRICULTURAL PRODUCERS

Vendor must grow or produce the product that they sell and provide proof from a state certifying agency.

ARTISAN

- Applicant must have created, sewn, constructed, or otherwise fashioned from component materials the item(s) they sell. The component materials must be sufficiently modified from their original state to demonstrate fine craftsmanship. Photographs or sample products may be required.
- Buy/sell products are prohibited for artisan vendors.
- City of Reno Business License is required. A temporary license for \$20 (approximately) is required if you do not have a Reno license.

FOOD – PACKAGED OR PREPARED ON-SITE

- City of Reno Business License is required. If you do not have a business license, a temporary license for packaged food is \$20 (approximately); cost for prepared on-site food to be determined.
- Washoe County Health Permit is required for all food prepared on site, cost to be determined.
- Washoe County Sampling Permit is required for vendors who are sampling product.
- Proof of product liability insurance is required, minimum of \$1,000,000 for all vendors selling, sampling or giving away food.

NONPROFIT

Proof of 501 (c)3 nonprofit status is required.

RULES & REGULATIONS

All vendors are required to have a canopy and professional sign/banner in their booth. Vendor should notify the event manager and obtain permission if a different set-up is needed.

SETUP/BREAKDOWN

- A site map with vendor's assigned booth space and set-up time will be emailed 3–5 days prior to the event.
- Setup begins at 6:15 a.m. and must be completed by 9:30 a.m. Canopy must be tied down and weighted with minimum 25-pound weights on all four corners. **This is required by the City of Reno.** Vendor may receive a \$250 noncompliance fee for infraction of this rule (*to be paid before being invited to future events*). By signing this agreement, vendor acknowledges and agrees to pay the noncompliance fee.
- Vendors are NOT ALLOWED to breakdown and leave the event from 10 a.m.–6 p.m., regardless of circumstances, e.g., broken equipment, sold-out product. Vendor may be fined \$250 for infraction of this rule (*to be paid before being invited to future events*). By signing this agreement, vendor acknowledges and agrees to pay the penalty.
- Breakdown starts at 6 p.m. Vendors must leave the area cleaned by 8 p.m.
- In addition to the listed rules, vendor agrees to abide by City of Reno Vendor Instructions & Agreement.

VENDOR OFFLOADING POLICY (effective June 2023)

Vendors who disregard the policies listed below may receive a \$250 noncompliance fee (to be paid before being invited to future events) or may be excluded from future events. Staff and volunteers will document and report

incidents to festival management.

1. **Set-up**—Offload all items and remove your vehicle from the site BEFORE you set up your canopy or display.
2. **Breakdown**—Do NOT drive your vehicle into the festival until you have broken down your canopy, packed all your items, and removed your trash.
3. **Be nice to volunteers and staff**—Rudeness and disrespect to volunteers and staff will not be tolerated and may result in permanent exclusion as a vendor. Please listen and follow instructions, which were given to them from event management.

ELECTRICITY

- Electricity is not available for vendors at Idlewild Park.
- Generators must be quiet and must be approved by event management.
- Vendors may not plug into City of Reno electrical outlets, without prior authorization. Vendor may be fined \$250 for infraction of this rule (*to be paid before being invited to future events*). By signing this agreement, vendor acknowledges and agrees to pay the penalty.

TRASH

- Vendors are responsible for removing their trash. Dumpsters are available, and trash must be placed INSIDE the dumpsters. Do NOT leave trash *outside* the dumpsters.
- Do not dump your trash into City of Reno trash cans.
- No liquids (gray water, ice water, etc.) may be dumped in flower beds or down storm drains.
- Vendor may be fined \$250 for infraction of these rules (*to be paid before being invited to future events*). By signing this agreement, vendor acknowledges and agrees to pay the penalty.

SMOKING

Smoking is not allowed in or around your booth.

SERVING & SAMPLING FOOD

Food is to be served and sampled from your booth only. Sampling requires a Washoe County Health Department Sampling Permit. If serving samples, you must provide your own hand washing station.

DAMAGES

SNL&HF is not held liable for damages caused by an individual vendor. Vendor is held responsible for all monetary and other damages that may occur. SNL&HF is not held liable for any loss, damage, or theft of any vendors' vehicles or property that occurs.

CANCELATIONS

Event manager is to be notified via email of any cancelations. Contact Ann Louhela, lavenderandhoneyfest@gmail.com. Fees are non-refundable.

QUESTIONS?

Event manager

Ann Louhela, lavenderandhoneyfest@gmail.com, 775-250-1339

Nevada Dept. of Taxation

1-866-962-3707

Washoe County Health Dept.

775-328-2434