



2022 Sierra Nevada Lavender & Honey Festival VENDOR REQUIREMENTS, RULES & REGULATIONS

Sunday, July 10, 2022, 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 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 he/she sells and provide proof from a state certifying agency.

Artisan/Crafter

- Applicant must have created, sewn, constructed, or otherwise fashioned from component materials the item(s) he/she sells. 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/crafter vendors.
- City of Reno Business License (temporary permit for \$20 per day if you do not have a Reno license)

Retail

City of Reno Business License (temporary permit for \$20 per day if you do not have a Reno license)

Food – Packaged or Prepared On-site

- City of Reno Business License (temporary permit \$20 per day for Packaged Food, \$TBD per day for Prepared On-site Food if you do not have a Reno license)
- Washoe County Health Permit - for all food prepared on-site
- Washoe County Sampling Permit – for packaged food vendors sampling product
- Proof of product liability insurance, minimum of \$1,000,000 for all packaged, cottage and prepared food vendors

Nonprofit

Proof of nonprofit status

RULES & REGULATIONS

All vendors are required to have a canopy and professional sign/banner in their booth. Vendor should notify 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 6:30 a.m. and must be completed by 9:15 a.m. for inspections. Canopy must be weighted with 25-pound weights and tied down on all four corners. **This is a safety requirement.** Vendor will be fined \$50 for infraction of this rule. By signing this agreement, vendor acknowledges and agrees to pay the penalty.
- Vendors are NOT ALLOWED to breakdown and leave the event from 10 a.m. – 6 p.m., regardless of circumstances, i.e., broken equipment, sold-out product. Vendor will be fined \$50 for infraction of this rule. By signing this agreement, vendor acknowledges and agrees to pay the penalty.
- Breakdown starts at 6 p.m. Vendors must leave area cleaned by 8 p.m.
- In addition to the listed rules, vendor agrees to abide by City of Reno Vendor Instructions & Agreement.

ELECTRICITY

- Vendor must notify event manager at least two weeks prior to event day if electricity is needed and will be charged \$75 for electricity. Vendor must bring own extension cord and tape down the cord to prevent tripping.

- Generators are allowed for food trucks only and must be approved by event management.
- Food trucks/Vendors must be self-sustaining.
- Vendors will be fined \$100 on-site if caught plugged into City of Reno power without prior authorization. By signing this agreement, vendor acknowledges and agrees to pay the penalty.

TRASH

- Vendors are responsible for removing their trash. Do not dump your trash in City of Reno trash cans.
- No liquids (gray water, ice water, etc.) may be dumped in flower beds or down storm drains.

SMOKING

Smoking is not allowed in or around your booth.

SERVING:

Food is to be served 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.

CANCELLATIONS

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

QUESTIONS?

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| 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 |

