

# Requirements, Rules & More Information

In past years we have found that many vendors did not read or utilize the info in the printed packet. We understand that we all get busy however we ask that you please take the time to read through the information provided below so we can reduce misunderstandings. If you would prefer an electronic copy in the future, please let us know.

**All Vendors must abide by the *City of Elko Special Event Safety Guidelines*.**

## EVENT MAP

- Rows A-J, booth spaces 1-14, with a 12' aisle between booths 7 and 8
- There are 8 or more quads (L-S, booth spaces 1-4 in each)
- K area are activities
- Food Vendor spaces are in the circle area, set back out of the circle, and all face one another

## VENDOR CATEGORIES

We are NOT accepting new suppliers/distributors/wholesalers that do not align with the arts.

- Artists – Your goods must be your own work.
- Craftsmen/Makers – Your goods must be your own work.
- Suppliers – The goods you provide must be able to show that they are supplies for artists or crafters.
- Entertainers
- Food Trucks/Tents

## FOOD VENDORS: INCLUDING THOSE OFFERING SAMPLES

All vendors handling food, including vendors offering samples of food items, are required to have one of the following:

- Cottage Food Program License
- Grower's Permit
- State of Nevada Food Permit
- State of Nevada Temporary Food Permit

Below is the URL to obtain your Temporary Food Permit (2 weeks prior is the cut off for the application):

<https://nvdpbh.aithent.com/login.aspx?BusinessUnit=EHS>

## Additionally:

1. Generators must be fully shielded/roped off from the public.
2. Any exterior power cords need to be placed under a rug or taped down in order to prevent tripping or injuries.
3. All vendors who are cooking food must have a usable fire extinguisher.
4. All vendors who are cooking food must abide by the *City of Elko Special Event Safety Guidelines*.

## NV DEPARTMENT OF TAXATION

### ***Who pays sales tax?***

*All sales that result in a product/dollar exchange – it does not matter if you are a not-for-profit or that you are donating your profits to a not-for-profit – are subject to retail sales tax.*

- Completed Sales Tax documents and sales tax monies (check, money order or EXACT dollars/coins) are returned to the Welcome Booth by Sunday around 4:00 pm.
- We will be accepting One-Time Return forms throughout the event if you are quarterly, with the understanding that the State of Nevada Department of Taxation requests that you indicate a total of retail sales at the end of the show and that ECAC submits the form back to the State.
- Additional State of Nevada Department of Taxation Sales Tax documents will be available online closer to the show and will be available at the show.
- There will be a \$40 returned check fee for any returned checks from the Nevada Department of Taxation.

# Requirements, Rules & More Information

## ANIMALS / PETS

**The only animals/pets allowed at Art in the Park are CERTIFIED service animals!**

If you plan on bringing a CERTIFIED service animal to the event, please:

1. Notify the Art in the Park Coordinator
2. Bring paperwork certifying your animal
3. Secure your certified service animal while at the event
4. Bring your own pet supplies, including water, and
5. CLEAN-UP after your pet!

## ALCOHOLIC BEVERAGES

The only alcoholic beverages allowed within the park area or associated right-of-way during set-up, the event or clean-up are purchased from approved Art in the Park Vendors.

## ON-SITE SECURITY & POLICE

**Security will be provided Friday and Saturday night.**

- Unfortunately, there is crime in Elko, mostly opportunistic. PLEASE secure your personal items.
- If you are alone or something comes up during the event, please contact 775-544-5198 (phone/text) and we will have a show volunteer come to your booth.
- In an emergency, call 911. For non-emergencies, please call dispatch at 775-777-7300.

## SCHOLARSHIP RAFFLE

Elko county art club greatly appreciates your donation to the raffle. All dollars collected go directly toward bringing art to the Elko County Community.

The Raffle will be held again this year for those of you who wish to participate for a chance to win a free 10'x10' booth for next year's Art in the Park, bring your donated item to the Welcome Booth by Saturday at noon.

- Depending upon the number of volunteers, we will be coming around to the booths to collect items.
- If you are alone or something comes up during the event, please contact 775-544-5198 (phone/text) and we will have a show volunteer come to your booth.

## LAST MINUTE CANCELLATIONS

**All vendors are required to check-in on time & remain throughout the entire show.**

- If you do have to cancel and would like to roll-over your same booth to the next year, a \$100.00 non-refundable deposit is required.
- If you have a last-minute emergency, please contact us at 775-544-5198 (phone/text).

## PRE-REGISTRATION

**What is Early-Bird Registration or Pre-Registration?**

*It is for vendors who are part of the current year's event and wish to return for the next year's show. Only attending vendors wishing to return for next year's show participate in pre-registration.*

**Vendors can pre-register for the next year's event at the current year's checkout.**

Bring your completed pre-registration form and payment – credit card (in hand), check or money order- with you to the Welcome Booth anytime on Sunday.

1. If you are alone or something comes up during the event, please contact 775-544-5198 (phone/text) and we will have a show volunteer come to your booth.
2. If you are changing booths, indicate your booth preferences. We will note the day and time you submitted it and contact you after the show in order they come in.
3. If you missed pre-registration at the end, don't worry, simply submit a registration form and email Art in the Park at [elkoaip@elkocountyarts.org](mailto:elkoaip@elkocountyarts.org).

# Requirements, Rules & More Information

## FIRE AND SAFETY REQUIREMENTS

All Vendors must abide by the *City of Elko Special Event Safety Guidelines*.

### Securing Tents

- Elko has extreme wind gusts. Based on our area's wind, the requirements for securing your tent and items requires more than standard tent stakes.
- Long heavy-duty spikes, twist-in stakes, tent sand bags, tent pole weights, or weighted home-depot type buckets (water, sand, concrete) are required.
- The straps go over the upper corners and are pulled directly down to the tether.

## ELECTRICITY AND WATER

Neither electricity nor water are available. If needed, please plan on bringing ice, water and a generator. The local stores do sell bottled water and ice, some sell out quicker than others.

## SET-UP, UNLOADING & PARKING

Setup is the Friday directly before the show. After 10:00 am and Saturday morning before 8:00 am, before the show begins.

Unloading is off Chris Sheerin Way, just east of the Museum, and College Ave, which intersects with Chris Sheerin Way. No vehicles on the lawn.

Access for Food Court Vendors is off 14th Street, next to the baseball bleachers, and into the circle drive.

- The closest on-street parking is off College Ave and Chris Sheerin Way.
- The parking lot between the pool and the baseball field is open.
- Do not park in the front parking lot of the pool – you will be booted or towed.

## CLEAN-UP & CHECK-OUT

All Vendors are required to remain until the end of the show.

At the end of the show ask yourself, did I take care of everything I needed to before I leave?

- Did I submit a one-time tax return and sales tax monies?
- Did I pre-register for AIP2023?
- Did I clean-up my booth and directly surrounding areas of trash, boxes, tape, zip-ties and other debris?

There is a \$100.00 fee for vendors who do not clean-up after themselves. Vendors who have been cited, will not be able to register for the upcoming show until the fine is paid.

## PAID & HANDICAP PLACARD PARKING

### Reserved / Paid Parking

There are 10 reserved spots located in the parking lot at College Ave and Chris Sheerin Way. Each spot is \$50.00 and go very quickly each year! The funds collected for parking goes toward ECAC Scholarships.

### Handicap Placard Parking

We have spaces that we can reserve as handicap for those vendors with a registered placard. Please indicate on your registration and we will do our best to accommodate.

## AREA INFORMATION

Excellent Elko Resources:

<https://exploreelko.com>

<https://elkonevada.com>

# Requirements, Rules & More Information

## WAITLIST

If the booth you need is not available, please complete the registration form (paper or online) and send it or submit it to us to be added to the waitlist – no form, no waitlist.

- You will be added to the waitlist in the order that your registration form is received.
- Do NOT include payment until you have been assigned a booth.
- If you are on the waitlist, we will contact you if there is a vacancy.
- Occasionally we have very late cancellations, we will contact you directly.

## UPDATES & SUGGESTIONS

We are always looking for ways to improve, so this may be amended closer to the show. Check your email for updates or send us an email with a suggestion.

## BOOTH SPACE

|                       |   |
|-----------------------|---|
| 10' x 10' -- \$250.00 | 10' x 40' -- \$400.00                             |
| 10' x 20' -- \$300.00 | 10' x 50' -- \$450.00                             |
| 10' x 30' -- \$350.00 | <b>Reserved Parking</b> -- \$50.00 (if available) |

1. Choose your booth size, we will contact you with available booth spaces for your consideration.
2. You will be invoiced once contacted that there is space.
3. Vendors are allowed to share a booth space with another vendor. However, only one of the vendors may register, that vendor is now responsible for collecting and paying all sales taxes due at the end of the show.

**\*\*\* Booth spaces may be requested and best efforts to accommodate requests will be made; however, there are no guarantees and park layout may vary.**

## PAYMENT OPTIONS: DO NOT PAY UNTIL INVOICED

- Cash: Delivered in Person Only
- Check / Money Order: Payable to Elko County Art Club (AIP in memo)
- PayPal, Mastercard, Visa, American Express, Discover
- There will be a \$40 returned check fee for any returned checks.