

2023 Vendor Application

EVENT DATE:
June 24, 2023
4 PM till 9 PM

(Please keep these instructions for reference)

DIRECTIONS FOR APPLICATION PROCESS:

1. Applications must be completed and returned to the City of Reno.
2. NO VENDORS FEE for these events, however we do require a completed application before we reserve a booth space.
3. Please inform us of all items that will be in your booth with your application.
4. The hold harmless page must be signed.
5. We reserve the right to refuse admission to any vendor(s) and reserve the right to amend or change the policies and procedures without prior written notice.

VENDOR SET UP PROCESS:

1. Canopies, chairs and tables are the responsibility of the Vendor. NO trailers are permitted.
2. Vendors are allowed to set up Saturday morning from 12 p.m. to 2 p.m. It is crucial that you unload your display items and move your vehicle to the designated parking before you begin to set up your assigned space.
3. To ensure safety, ABSOLUTELY NO vendor's vehicles are allowed to enter the festival area during the festival hours.
4. Vendors will be placed at event coordinators discretion. NO VENDOR is allowed to set up or break down during the festival hours.

BREAK DOWN:

1. We ask that the vendors take down their booths after event ends.

SECURITY:

1. Security will be present; however, the City of Reno is not responsible if booths and merchandise are exposed to bad weather, theft or any other damages.
2. The City of Reno is not responsible for the security or protection of the property and merchandise of exhibitors and concessionaires.
3. Vendor/Exhibitor agrees that its employees involved with the Event shall not drink beer, wine, or any other alcoholic beverage while performing their duties under this Agreement. Alcoholic beverages may not be brought into any part of the Event area including, without limitation, the Vendor/Exhibitor booth.

MAINTENANCE:

1. Vendors are responsible for keeping their concession/booth areas clear of debris and trash at all times.
2. Concessionaires cooking with grease are responsible for proper disposal of grease. All waste water must be properly disposed.

ELECTRICAL AND FIRE CODES:

1. High pressure cylinders, including LP gas cylinders shall be securely fastened to prevent tipping.
2. At least one 40-B: C rated fire extinguisher shall be required at locations where flammable or combustible liquids are used, stored or dispensed.
3. All electrical outlets will be cord-connected with a minimum extension cord size of 12/3, non-frayed and non-altered. All cords crossing walkways must be duct taped to the pavement or covered. Vendors must supply their own extension cords.

INCLEMENT WEATHER:

1. Due to the nature of this event the festival will not be postponed to a later date.

Please print clearly

Business Name _____

First & Last Name _____

Mailing Address _____ Town _____ State _____ Zip _____

Phone Mobile (_____) _____ Home (_____) _____

Email _____ Website _____

Driver's License No. _____

Description of the vendor site including theme, product, service, content:

*A variance from the proposed description is grounds for rejection of the application or closing the vendor site during the event. *

SIGNATURE _____ DATE _____

Contact Information:
City of Reno
160 Blackburn Street
Reno, TX 75462
(903) 785-6581

You may also email this form to:

mary@renotexas.us
or
tricia@renotexas.us

Hold Harmless Agreement

Vendor shall indemnify the City of Reno, their respective officers, council members, volunteers, directors, employees, representatives and agents against, and hold the City of Reno, their respective officers, council members, volunteers, directors, employees, representatives and agents harmless from, any and all claims, actions, liability, lawsuits, judgments, damages, injuries (including death), costs or expenses, including reasonable attorney's fees, for injury to person or property or death of any person resulting from or based upon, in whole or in part, any act performed or omission in the performance of this Agreement by Vendor, its agents, officers, representatives, volunteers and employees. This indemnity is intended to protect the City of Reno, and their respective officers, council members, directors, employees, representatives, volunteers and agents, from consequences of their own negligence. The provisions of this paragraph shall survive the termination of this Agreement.

Vendor, its officers, directors, representatives, volunteers, agents and employees do hereby waive any and all claims for damage, injury or loss to any person or property, including the death of any person, that may be caused, in whole or in part, by the act or failure to act of the City of Reno, their respective council members, officers, agents, directors, representatives, volunteers and/or employees. Vendor, its officers, directors, representatives, volunteers, agents and employees assume the risk of all conditions, whether dangerous or otherwise, in and about the premises of the City of Reno, and waive any and all specific notice of the existence of any defective or dangerous condition in or about said premises. The provisions of this paragraph shall survive the termination of this Agreement.

Vendor hereby releases the City of Reno, their council members, officers, agents, directors, representatives, volunteers and/or employees from any actions for any loss damage sustained by reason of any defect of any part of the water supply system, the sewage and drainage system, the gas system, electrical apparatus and/or wiring on the Event site and/or booth(s) and/or any other premises or band stand, and for any loss or damage resulting from fire, theft, water, tornado, rain, snow, strikes, civil commotion riot, or otherwise caused by gross negligence of the City of Reno, their respective council members, officers, agents, directors, representatives, volunteers and/or employees.

Failure by Vendor to comply with any of the "Vendor Rules and Regulations and Indemnification Agreement" shall be sufficient cause for termination of this Agreement by the City of Reno. In the event of termination, Vendor shall immediately vacate Event property, removing all equipment, materials, supplies and any other property of Vendor; in addition, the City of Reno shall have other rights and remedies available at law or in equity, which rights and remedies shall be cumulative.

Vendor acknowledges that this Agreement is not a lease but only a revocable license to operate the activity described herein. *Vendor is also aware of Reno City Ordinance No. 8.804.*

SIGNATURE _____ DATE _____
Vendor/Exhibitor Signature & Date

SIGNATURE _____ DATE _____
Reno Representative Signature & Date