



VENDOR APPLICATION & AGREEMENT

Paws in the Park

November 4, 2023 @ Desert Breeze Park

Saturday: 9AM – 4PM

Applications not accepted after Friday, October 13, 2023.

Submit to: PRSpecialEvents@ClarkCountyNV.gov

Thank you for your interest in Clark County Parks & Recreation's Paws in the Park. Please complete this application in its entirety to be considered as a vendor whether you are an existing or new vendor.

All applications (new and returning) will be screened for compatibility with this event and the event needs.

Incomplete applications will NOT be accepted.

Submission of this application does **NOT guarantee acceptance for the event for NEW or RETURNING vendors.**

If accepted, vendor will receive a checklist of additional requirements, including deadlines which will be e-mailed to you along with any other pertinent information. Do NOT submit payment until after acceptance.

If you are a **new vendor**, pictures of your products & booth set up is required with the application or your application will automatically be denied. NO EXCEPTIONS.

Check One: ☐ New Vendor ☐ Returning Vendor

Business Name: _____ Business Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Email Address: _____ Health Permit # _____

TAX ID# _____ AND Business License # _____

Social Media Profile Addresses:



Instagram: _____



Facebook: _____

CCPR may use photos from your pages to promote the event with proper credit to your business.



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BOOTH SPACE AGREEMENT

COOL CATS PRICE – If application submitted by October 5, 2023

<u>COOL CATS: Food Truck</u> <input type="checkbox"/> 20'- below - \$300 2 working passes <input type="checkbox"/> 20' - above \$400 4 working passes Size: _____	<u>COOL CATS: Craft Booth</u> <input type="checkbox"/> 10' X 10' - \$100 2 working passes <input type="checkbox"/> 10' X 20' - \$200 4 working passes <input type="checkbox"/> 10' x 10' - \$0 non-profit only*	<u>Animal Rescues</u> <input type="checkbox"/> 10' X 10' - \$0 2 working passes
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**Proof of 501 C3 need for non-profit*

LAZY DOG PRICE – If application submitted on October 6, 2023, or later

<u>LAZY DOG: Food Truck</u> <input type="checkbox"/> 20'- below - \$400 2 working passes <input type="checkbox"/> 20' - above \$500 4 working passes Size: _____	<u>LAZY DOG: Craft Booth</u> <input type="checkbox"/> 10' X 10' - \$200 2 working passes <input type="checkbox"/> 10' X 20' - \$300 4 working passes <input type="checkbox"/> 10' x 10' - \$100 non-profit only
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****Extra working passes are \$10 each and limited to 2****
NOT AVAILABLE DAY OF EVENT. AMOUNT NEEDED _____

Power will NOT be provided!
All vendors are responsible for their own power needs.



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LIST OF ITEMS AVAILABLE FOR PURCHASE OR DISPLAY

Please list below what you will be selling at your booth.

All exhibitors must fill out this section, if you need to add additional information to application, please do so.

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

THIRD-PARTY TENT RENTAL

Are you renting a tent for the event? ☐ Yes ☐ No

Disclaimer: Vendor must be present when the tents are delivered to site. ____ initial

If you answer yes, please complete the following information. All third-party rentals will have to supply a Certificate of Insurance and schedule a time for delivery/pick up with County staff.

Business Name: _____ Business Name: _____

Phone Number: _____ E-mail Address: _____



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Clark County Events General Terms:

1. **INSURANCE: YOU MUST BE COVERED!** Vendor will provide public liability and property damage insurance in an amount not less than One Million Dollars (\$1,000,000) per occurrence, Two Million dollars (\$2,000,000) aggregate. The Department of Parks and Recreation must receive the certificate of insurance no later than the date listed on this application. See Included Sample.
 - a. **Vendors who rent tents from a 3rd party must provide a certificate of insurance naming the 3rd party company as additional insured on vendor's policy, or vendor must provide a certificate of insurance from the 3rd party naming Clark County as additional insured.**
2. **INDEMNIFICATION:** Contractor agrees, by signing below, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of contractor or its principals, employees, subcontractors or other agents while performing services under this contract.
3. **FIRE PERMIT:** All tents larger than 400 square feet are required to have a fire permit and certificate of fireproofing certification. (L x W = sq ft) Example: 20 x 20 = 400 sq ft.
4. **FIRE INSPECTION:** Vendors will be required to have on site, a fire extinguisher with a minimum rating of 2A10B:C and a licensed Nevada fire protection company must have serviced it within the last year. These extinguishers must bear a tag with the servicing information. If you will be using any type of frying appliance, including commercial grade deep fryers, woks, pots, etc. they will need a fire extinguisher that is a K class, in addition to the C class. A licensed Nevada state fire protection company must also have serviced this extinguisher within the last year, and a **No Smoking sign must be posted**. Please see attached addendum for additional fire code requirements.
5. **HEALTH PERMIT (IF APPLICABLE):** Food Vendors or Tasting Booths (including bottled water, soda, etc.) must obtain a temporary food permit from the Southern Nevada Health District. Events operated on County Property MUST obtain a temporary permit from the Clark County Health District. These temporary food permits must be available on site. The Clark County Health District will charge a late fee for permits not obtained 7 days in advance. You will not be allowed to open if you do not have a health permit. Health District regulations must be followed during the event. Any questions regarding temporary permits should be deferred to the Health Department at 702-759-1110.
6. **SALES TAX:** Nevada State Law states that all vendors must pay sales tax on goods sold in Nevada. Vendors are responsible for keeping track of their sales and paying current applicable Nevada State Sales Tax at the end of the event. If you are forced to close by any government agency for failure to obtain your necessary permits and/or licenses, Clark County is not liable and will not refund fees. NO EXCEPTIONS. Any questions should be directed to Nevada's Department of Taxation at 702-486-2300. Anyone failing to pay taxes will be prohibited from vending in future events.



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7. **THERE IS NO STAKING ON PARK GROUNDS;** only sandbags, cedar blocks or weights can be used. Use of stakes will result in removal from the event and could result in disqualification for future events.
8. **Consumption of alcoholic beverages or controlled substances (marijuana) by vendors at their booth is prohibited.** Under no circumstances are controlled substances allowed on the event site. Anyone with controlled substances in their possession on the event site is subject to immediate expulsion and /or arrest.
9. Minors under 21 years of age are prohibited from consuming, handling or purchasing alcoholic beverages.
10. **POTABLE WATER:** Potable water is available on a limited basis. Use of potable water will require written advance notice. If granted permission, vendors will be responsible for their own hook ups and transport of water (including a hose). The spigot may not be close to your booth, therefore, please be prepared.
11. **POWER:** **Power will NOT be provided!** All vendors are responsible for their own power needs.
12. Vendors must provide their own tents, tables, chairs, shade cover/tent, lights, etc. Vendors MAY NOT use the event's chairs or tables.
13. Refrigeration units may be no larger than purchased booth size. Only cold food storage will be allowed behind food vendors. Clark County Parks and Recreation will not permit storage of any vendor food in county operated areas. **NO EXCEPTIONS.** *Refrigeration & cooking area may not be larger than purchased booth size.*
14. No political signs are permitted.
15. No carts or motorized vehicles allowed on site during event hours **without prior approval from Clark County.**
16. Vendors must be completely off event grounds by midnight following the conclusion of the event.



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ACKNOWLEDGEMENTS FOR ALL VENDORS TO BE INITIALED

- ____ Vendor shall submit the required paperwork or information by all deadlines given or their vending space may be forfeited.
- ____ REFUND POLICY – NO REFUNDS. NO EXCEPTIONS.
- ____ Vendor is responsible of arriving at the check-in time given ON TIME, if accepted. If vendor is more than 10 minutes late, vendor will not be able to participate in the event. NO REFUND.
- ____ Vendor is to sell only what is listed on the application. Food vendors CANNOT sell any alcohol beverages. If not complied, vendor will be shut down immediately and unable to leave until the duration of the event.
- ____ Vendor is to sell only what is listed on the application. Food vendors CANNOT sell any alcohol beverages. If not complied, vendor will be shut down immediately and unable to leave until the duration of the event.
- ____ Vendor must post prices in a legible manner and in a visible space on their booth. Vendors will only be allowed to sell items that have been approved in writing by the event committee.
- ____ **THERE IS NO STAKING ON PARK GROUNDS;** only sandbags, cedar blocks or weights can be used. Use of stakes will result in removal from the event and could result in disqualification for future events.
- ____ Vendor is solely responsible for all personal property at all times.
- ____ Clark County will not allow the sale of merchandise at the event that offends community standards or depicts illegal drug use or paraphernalia.
- ____ Vendor may NOT sublease their space, unless pre-arranged with Clark County Special Events. Sublease in this use includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor's space.
- ____ Booth footprint MUST be within the confines of the area that was designated by Clark County Special Events. Please stay within the marked location provided. If none is given, please confirm with Vendor Coordinator before officially setting up.
- ____ All business or other activity, for which the vendors have rented space, must be conducted within the designated booth space only. No distribution, canvassing, flyers, or vending of any kind may be done while strolling through the event grounds.
- ____ Vendor understands that communication will take place via email and agrees to adhere to all emailed information and respond in a timely manner.
- ____ No animals allowed. Only certified service animals accepted.
- ____ Vendor vehicles are required to be removed from the event area after unloading to its designated vendor parking space. NO EXCEPTIONS.



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- _____ Vendor may only advertise within their designated space. A-frames, banners, yard signs, or any other items outside of the vendor space is prohibited.
- _____ Vendor is required to be open for business for the entire duration of the event and vendor may not stay open after the end of the event. **CLOSING BEFORE END OF THE EVENT OR STAYING OPEN AFTER THE END OF THE EVENT IS GROUNDS FOR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS.**
- _____ **All vendor spaces will be inspected upon completed of the event. Any spaces found not to be cleaned to the same standard as when vendor arrived, a Cleaning Fee of \$150 will be billed to vendor. Unpaid cleaning fees will result in exclusion from future events.**

UNIFORM FIRE CODE

<https://up.codes/viewer/clark-nevada/s-nv-fire-code-2018/chapter/31/tents-temporary-special-event-structures-and-other-membrane-structures#31>

- _____ Vendor acknowledges they have read, understand, and will abide by all UNIFORM FIRE CODES to participate in any special events with Clark County.

SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE A SPACE.
BY SIGNING BELOW, I ACKNOWLEDGE I HAVE READ THIS ENTIRE APPLICATION
AND SHALL COMPLY WITH ALL TERMS AND CONDITIONS.

Business Name: _____

Name: _____ Date: _____

Signature: _____



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PERMIT REQUIREMENT INFORMATION:

PERMITS

Southern Nevada Health Department at
702-383-1251.

<https://www.southernnevadahealthdistrict.org/permits-regulations/>

Clark County Fire – (tents over 400 sq feet, or generators w/ 50 gallons of fuel or more)

https://www.clarkcountynv.gov/government/departments/building_fire_prevention/index.php

LICENSING

Business Licensing – (STATE & COUNTY)

<https://www.nvsilverflume.gov/startBusiness>

https://www.clarkcountynv.gov/business/doing_business_with_clark_county/

Department of Taxation – (Sales Tax)

https://tax.nv.gov/Forms/Sales_Use_Tax_Forms/

Food Vendors only: **SOUTHERN NEAVADA HEALTH DISTRICT (SNHD):** For any TFE application, it must be submitted to SNHD at least 7 days prior to avoid late fees.

For out of state vendors and vendors that do not have an annual health permit for a food establishment issued by SNHD:

- They must prepare food items in a permitted kitchen, if preparing food items offsite. Vendor will need to supply the address of the facility, contact information for the person allowing them to use the permitted kitchen and the health permit number.
- If food will only be prepared onsite at the event, same day receipts are required for food purchased. If vendor would like to purchase food items prior to the day of the event, food items will need to be stored at a permitted food facility. Storing food items at **personal residence is prohibited.**
- It is a good practice for all vendors to bring all receipts to the event as verification of source if we need to verify that a food item was purchased from an approved source.

Vendors must ensure:

- That if they bring cold holding equipment (i.e., refrigerators, deep freezers, etc.) it must be capable of maintaining the food at 41F or below and hot holding equipment is able to hold hot foods at 135F or above.
- Enough ice is available to maintain cold foods cold.
- They have an adequate number of cold holding or hot holding equipment to maintain foods at proper temperatures.

This information for out of state vendors traveling with food from other states, usually do not have a permitted area to store the food if they are arriving earlier than the day of the event.

Here is the link to access the checklist in other languages:

<https://www.southernnevadahealthdistrict.org/permits-and-regulations/temporary-permits/special-events/temporary-food-establishment/>



FOOD VENDOR APPLICATION & AGREEMENT
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CERTIFICATE OF INSURANCE (COI)

____ If accepted, I will provide the exact coverage shown on sample COI and submit at the given deadline or will be disqualified as a participant vendor.

*****EXAMPLE INSURANCE CERTIFICATE*****

Clark County must be listed EXACTLY as shown in the bottom left under "Certificate Holder".

CLARK COUNTY CERTIFICATE OF INSURANCE						ISSUED DAY (MM/DD/YYYY)
PRODUCER 1. INSURANCE BROKER'S NAME ADDRESS CONTACT NAME PHONE & FAX NUMBERS		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				3. BEST'S RATING
INSURED 2. INSURED'S NAME ADDRESS PHONE & FAX NUMBERS		COMPANIES AFFORDING COVERAGE				
		COMPANY A LETTER				
		COMPANY B LETTER				
		COMPANY C LETTER				
		COMPANY D LETTER				
		COMPANY E LETTER				
COVERAGES						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
4.	GENERAL LIABILITY	(A)	(B)	(C)	GENERAL AGGREGATE \$(D) 2,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG. \$(E) 2,000,000	
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV. INJURY \$(F) 1,000,000	
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE \$(G) 1,000,000	
	<input type="checkbox"/> UNDERGROUND EXPLOSION & COLLAPSE				FIRE DAMAGE (Any one fire) \$(H)	
	<input type="checkbox"/> INDEPENDENT CONTRACTOR				MED. EXPENSE (Any one person) \$(I)	
					\$	
5.	AUTOMOBILE LIABILITY	(J)	(K)	(L)	COMBINED SINGLE LIMIT \$(M) 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$	
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$	
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$	
	<input type="checkbox"/> HIRED AUTOS				EACH OCCURRENCE \$	
	<input type="checkbox"/> NON-OWNED AUTOS				AGGREGATE \$	
	<input type="checkbox"/> GARAGE LIABILITY				STATUTORY LIMITS	
	EXCESS LIABILITY				EACH ACCIDENT \$	
	<input type="checkbox"/> UMBRELLA FORM				DISEASE/C POLICY LIMIT \$	
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				DISEASE/EACH EMPLOYEE \$	
6.	WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				AGGREGATE \$	
	OTHER					
7. DESCRIPTION OF PROJECT: PROJECT NUMBER; PROJECT DESCRIPTION; CLARK COUNTY, ITS OFFICERS, EMPLOYEES AND VOLUNTEERS, ENTER OTHER ARE INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE NAMED INSURED IN CONNECTION WITH THIS PROJECT.						
8. CERTIFICATE HOLDER CLARK COUNTY, NEVADA C/O PURCHASING AND CONTRACTS DIVISION 500 S. GRAND CENTRAL PKWY 4TH FL BOX 551217 LAS VEGAS, NV 891 55-1217			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.			
The Certificate Holder is named as an additional insured.			9. NEVADA RESIDENT AGENT SIGNATURE (NRS 680A.300)			

Clark County Parks and Recreation reserves the right to refuse any application.
For more information, please call Clark County Special Events at 702-455-8170 OR
e-mail: PRSpecialEvents@ClarkCountyNV.gov