

## Retail/ Info. Vendor Application

Aloha and Mahalo for your interest to participate as a vendor in Nevada's largest Polynesian Festival. We would like to provide you with some information and requirements to be accepted to participate in our event.

### **GENERAL INFORMATION & TERMS AND CONDITIONS**

- **There shall be no subleasing of vendor booths.**
- Applications will be accepted for review until **Monday, March 24<sup>th</sup>, 2025.**
  - If space is available, late applications may be considered with a \$100.00 late fee.
- Vendors shall only operate under the NAME or DBA listed on the vendor application.
- Vendors must be set up, staffed and open during festival hours of operation.
- Pure Aloha CDC has exclusive beverage sales for this event.
- Absolutely **NO BEVERAGES** of any kind are to be displayed or sold by any vendor on event premises.
- All displays or products must be confined within the allotted booth space (10x10).
- All promotional or marketing material shall be displayed or distributed with prior approval from management. (Fliers are permitted only within your booth space).
- Closure of your booth early is not allowed. If your booth is closed early without prior approval, your deposit will be forfeited, and you will not be allowed to participate in any future Pure Aloha CDC events.

### **IMPORTANT DATES**

- **Thursday, April 17<sup>th</sup>, 2025: 5pm – 12am**
- **Friday, April 18<sup>th</sup>: 5 pm – 10 pm**
- **Saturday, April 19<sup>th</sup>: 1 pm – 12am**
- **Sunday, April 20<sup>th</sup>, 2025: 1 pm – 10 pm**

### **Nevada Business License**

- State of Nevada requires all vendors to provide proof of a Nevada Business License.
- Nevada residents may apply for a Nevada Business License with Pure Aloha CDC for a fee of \$15.00.
- Please include your Business License Number on your completed application. You must also submit a copy of your Nevada Business License when turning in your application.
- If you **DO NOT** have a Nevada Business License, please indicate on your application.

### **Nevada Department of Taxation**

- Any vendor transacting sales at this event is required to charge and pay the State of Nevada Sales Tax of 4.6 %.
- If you do not have a State of Nevada Sales Tax permit, we will provide you with a temporary "One-time Sales Tax Permit" which will allow you to conduct sales at this event.
- All vendors are required to complete the One-Time Sales Tax Permit and remit it with the sales tax collected to Pure Aloha CDC at the time of check out. We will forward the completed return and your payment to the Department of Taxation on your behalf.
- If you sell at more than two events in Nevada during a twelve-month period, you must register with the Department of Taxation and obtain a Sales & Use Tax Permit.

## **Retail/ Info. Vendor Application**

### **Exclusivity**

- Pure Aloha CDC reserves the right to allow any **exclusivity** of any products. If you are requesting exclusivity of a product, please feel free to contact us. Any exclusive items approved are subject to additional fees based on the item requested.

### **Vendor Booth Placement**

- Vendors WILL NOT be allowed to choose their booth location.
- Vendor booth placement will be determined by; sponsorships, past participation, and when your application & booth payment was received and paid in full.
- If you have any special requests or accommodations, you may include them on the last page. There are no guarantees that your request will be accommodated.

### **Temporary Power**

- Each Retail/Info. vendor will receive (one) 10-amp outlet per booth purchased.
- Only approved electrical items that are listed on your application will be allowed for use in your booth.
- Any electrical items that are in use and not listed on your application will be unplugged and not allowed to be used in your booth.
- Vendors are to provide their own lights and extension cords.
- It is your responsibility to provide surge protectors for your electrical usage. We will not be responsible for any damage or loss caused to your electrical equipment.
- Temporary Power will be turned on one hour prior to opening and turned off one hour after the festival closes each evening.

### **Additional Rentals**

- Tables, Chairs, and Sidewalls are available to be rented for the duration of the event for an additional fee (see last page for cost details). However, they are VERY limited so please order your items ahead of time. Also, please note that it is NOT required to rent additional items through PACDC, you may use all your own items (besides the canopy) in your booth.

### **Booth Cleanliness and Refundable Cleaning Deposit \***

- All vendors are required to provide a \$75 refundable cleaning deposit at the time your application is submitted.
  - If deposit is not received with application, you will be required to pay the \$75 cleaning deposit in CASH only at time of check-in.
- Cleaning deposits will only be returned if your booth was inspected prior to leaving the event on the last day of the festival.
- Vendors who do not get their booth inspected and fail to check out will forfeit their deposit and not have it returned.
- Deposits will be mailed back within 14 business days after the last day of the event.

### **Vendor Confirmation**

- Once your application and payment are received and paid in full, you will receive a confirmation letter via email, unless stated otherwise no later than **Monday, March 31<sup>ST</sup>, 2025**.

If you have any questions, please email [Elisahq@purealohacdc.org](mailto:Elisahq@purealohacdc.org)

22<sup>nd</sup> Annual Pure Aloha Spring Festival 2025

**Retail/ Info. Vendor Application**

Business Name or DBA:			
Contact Person:		Title:	
Address:	City:	State:	Zip:
Email:	Main Phone:	Alt. Phone:	
NV Tax ID:	NV Business License #		

Package	Description	Cost
<input type="checkbox"/> Package A	10' x 10' Vendor space includes (1) 10' x 10' Canopy	\$1,000
<input type="checkbox"/> Package B	10' x 10' Vendor space <b>corner</b> placement includes (1) 10' x 10' Canopy	\$1,050
<input type="checkbox"/> Package C	10' x 20' Vendor space includes (2) 10' x 10' Canopy's	\$1,425
<input type="checkbox"/> Package D	10' x 20' Vendor space <b>corner</b> placement includes (2) 10' x 10' Canopy's	\$1,475

Fill in the cost of the package you chose \$

	Cost	Amt.	Total
2' x 8' Banquet Tables	\$30	x	\$
Folding Chairs	\$7	x	\$
Vinyl Sidewall (8' x 10')	\$50	x	\$

Fill in the cost of additional items \$

	Cost	Total
Refundable Cleaning Deposit	\$75	\$75
Late fee for any payments made after <i>Monday, March 24th, 2025</i>	\$100	\$

Fill in total cost \$

Add **Yellow** highlighted totals to get the total due \$

\*If paying with Credit Card add 4% of total cost \$

**Total Owed \$**

*By signing, you verify that you have read and understand the rules and requirements listed above to be allowed to participate in this event. Any vendors who have not paid in full prior to start of event will not be allowed to participate. If any of the above rules are not followed it will result in the closure of your booth and forfeiture of your cleaning deposit. There will be **NO REFUNDS** of booth fees in any case, especially of inclement weather, which PACDC has no control of. **All booth purchases are final, and payments are non-refundable.** Failure to comply with any of the Rules and Regulations either contained herein or later provided to Vendor, either orally or in writing, shall be grounds for immediate termination of the Agreement with no refund.*

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Recd. By	Date Received	Amount Paid	Type of Payment	Check #
/	/2025	\$_____.	Cash / Credit Card / Money order / Cashier's check	_____

Business Name or DBA: \_\_\_\_\_

**Retail/ Info. Vendor Application**

**List all items that you will be selling**

1		6	
2		7	
3		8	
4		9	
5		10	

**Electrical Usage**

Please list all electrical items and amps used

	Amps		Amps		Amps
1.		3.		5.	
2.		4.		6.	

Total Amps: \_\_\_\_\_

Please list any special requests or accommodations you may need and the reason why. We make no promises or promises that we will be able to accommodate your request(s).

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Office Use Only