



2018 Vendor Application

55th National Championship Air Races
September 12-16, 2018

Company Name: _____ Booth Name: _____

Company Contact: _____ Title: _____

Contact Phone #: _____ Contact Email: _____ Website: _____

Address: _____ City: _____ State: _____ Zip Code _____

Onsite Contact: _____ Cell #: _____

Federal ID or Social Security #: _____

***Tax Exempt? * Please supply proof w/application**

Accounts Payable Contact: _____ Phone#: _____ Email: _____

Vendor Space

Vendor Booth Fees (NV Entertainment Tax Included)				
Discounted Early Registration: Receive \$50 off of space fee if paid in full by May 1, 2018				
Booth Size	Space Fee	Commission Deposit	Total Price	*Early Payment Price*
10' x 10"	\$600	\$800	\$1,400	\$1,350
10' x 20'	\$900	\$800	\$1,700	\$1,650
10' x 30'	\$1,200	\$800	\$2,000	\$1,950
10' x 40'	\$1,500	\$800	\$2,300	\$2,250
20' x 20'	\$1,500	\$800	\$2,300	\$2,250

Other Sizes: Price determined based upon size \$ _____ Please call for pricing.

I need additional space in front /to the side of my tent/trailer. Please indicate space needs:

Space Fee \$ _____ + Commission Deposit \$800 + Register Deposit \$50 = Total \$ _____

Total paid with application: \$ _____ Full Amount due by June 29, 2018: \$ _____

Use of RARA registers in **Mandatory**. A \$50 refundable deposit is due with Application. **The \$50 deposit will be refunded on Sunday after the register is returned, inspected and in good condition.**

Method of Payment: Check enclosed Charge my Visa/Master Card/Discover/American Express

Card Number: _____ Name on Card: _____ Exp. Date: _____ CID#: _____

Check Number: _____

No application will be approved without space fee. Commission deposit must be paid by June 29, 2018. Commission deposit must be paid by June 29, 2018. Completion of this application does not guarantee vendor acceptance. Any vendor not accepted will be refunded all fees paid.

I am a returning vendor. Please describe all space/tent needs and space# from last year.

I am a new vendor in 2018. A picture, sketch or diagram of your concession is required.

I am not in the designated GA or Static area and wish to provide my own tent/trailer setup.

Please note that tent rental is included in your space fee whether or not you use it and only approved tents are allowed - See Sales Agreement.

I will be taking orders for products to be shipped later. **Commission is still due at the event for such orders.**

Proposed items of sale: No items may be substitute, deleted or added unless in writer agreement with RARA.
Attach an additional sheet if necessary.

\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____	\$ _____
\$ _____	\$ _____	\$ _____	\$ _____

I will need electricity. There are a limited number of 20-amp standard service electrical outlets available. If your equipment requires additional power, there may be additional fees. Generators are not permitted. For non-standard electrical equipment, please indicate the following: _____ Watts _____ Amps _____ Volts

Please list equipment you plan to use that will need electricity: (All concessions must use a cash register.)

RARA tents must be used in the designated GA and Static areas (G, F & S). Vendors may use their own tents in other areas with RARA approval only.

Credential, Booth Request Form and Insurance Information Form

All entrants into the Reno/Stead Airport will be required to wear/display the appropriate credentials, beginning on Monday, September 10, 2018. Therefore, when you arrive at the event, you will need to check in at the Vendor Office, located at the corner of Mt. Vida Street and Alpha Avenue, just outside the main gate, to pick up your credentials.

The following credentials will be issued:

Wristbands: Used to identify Vendors and provide access to their booths for the duration of the event. **Wristbands are non-transferable.** Season wristbands are to be worn by the same person for the duration of the event. If you have different workers each day, you may request daily wristbands instead. You will be issued the equivalent of up to 2 season wristbands per 10' x 10' (100 sq. ft). If you need more, you may purchase up to the number you are issued at \$130.00 each (For a 10'x 10', you may receive up to 2 and purchase up to 2. For a 10' x 20', you may receive up to 4 and purchase up to 4, etc.).

Number of Wristbands that you **receive** with your Booth: _____

of Requested/Purchased **Season Wristbands:** _____ **or Daily** (Sets of 5, one for each day): _____

Number Purchased at \$130 each: \$ _____

Method of Payment: Check enclosed Charge my Visa/Master Card/Discover/American Express

Card Number: _____ Name on Card: _____ Exp. Date: _____ CID#: _____

Check Number: _____

Names of all Booth Workers: _____

All Persons who receive credentials must sign a Release of Liability upon arrival at the Event

Season Vendor Parking Permit—Provides parking for supply vehicles and individuals working all week in vendor booths. *Vendor Parking Permits are non-transferable.* (You may request up to **2 per booth.** **Additional parking is available for \$10 a day in the general admission parking areas.**)

Number of Parking Permits: _____ **Number of Purchased Parking Permits:** _____

Supply Parking Pass—used to gain temporary vehicle access for re-supplying your booth before or after the event each day. Re-supply must be performed before **7 am or after 5 pm.** At all other times, vehicles must be parked in the Vendor Parking lot. No pass is needed for setup on Monday and Tuesday as well as for tear down for most locations. Vendors in the Pit Area will need provided passes for Monday and Tuesday. You may request up to **2 per booth.** Passes are transferable between vehicles.

Number of Supply Permits Requested: **One or Two** (please circle)

Insurance Requirements

A **Certificate of Insurance** for general liability (minimum of \$1,000,000), naming the **Reno Air Racing Association, Inc., dba national Championship Air Races, its Directors, Officials, President and CEO, Employees, Volunteers, Agents, Underwriters and Sponsors, Washoe County, City of Reno, Reno-Tahoe Airport Authority, University of Nevada, Reno** as *additional insured* is **MANDATORY**. The **insurance certificate must be received in our office** by **July 27, 2018**, or your application could be rejected. Insurance must be valid from your first day of setup to your teardown date (e.g., Sept. 10 to Sept. 17, 2018.) Fax the certificate to 775.972.6662 or mail it to Reno Air Racing Association (RARA), 14501 Mt. Anderson Street; Reno, NV 89506.

Name of Insurance Provider: _____

Name of Insured (as it appears on insurance certificate): _____

2018 Vendor Sales Agreement
55th National Championship Air Races
September 12-16, 2018

Contact Name: _____ Company: _____

Upon signing this document, the Reno Air Racing Association, Inc. (RARA), dba The National Championship Air Races (NCAR), (hereafter known as the Association), grants to your organization the concession to sell approved merchandise at the National Championship Air Races as per the below listed policies and terms. Please make a copy of the entire application and agreement for your records. This agreement is not binding upon the Association until it has been duly accepted and signed by an authorized officer of the Association after all required documents are received. Vendors will not be allowed to move into their booth or space without full payment of all fees and submission of all documents as stipulated on their Sales Agreement.

Vendor Application—A *Vendor Application* must be completed and returned to the Air Races office by **July 16, 2018** to reserve the best available space or the space you had last year. We must have all documents to us (including insurance) by **July 27, 2018**. We reserve the right to move or reject any Vendor who does not have all documents to us by this date. Please note that space is limited. Completion of the application does not guarantee vendor acceptance. Any Vendor not accepted will be refunded all fees paid. Applications received afternoon July 27, 2018, will be accepted on a case-by-case basis.

On the application, **you must provide a current employer identification number or social security number with corresponding business or personal name, address and phone number.** This is the information that will be used for reporting Nevada State Sales Tax.

Credential and Booth Request Form: Please fill out the *Credential and Insurance Information Form* included with your Vendor Application to order the credentials and parking permit(s) you will need to gain access to your vendor space during the events. **No credentials will be given out unless all costs/fees are paid in full and, workers sign a release of liability and a Certificate of Insurance is on file with the Association.** Vendors must report to the Vendor Office located just outside the main gate to verify booth assignments and receive credentials prior to booth setup.

Insurance: A *Certificate of Insurance* for general liability (minimum of \$1,000,000), naming the **Reno Air Racing Association, Inc., dba National Championship Air Races, its Directors, Officials, President and CEO, Employees, Volunteers, Agents, Underwriters and Sponsors, Washoe County, City of Reno, Reno-Tahoe Airport Authority, University of Nevada, Reno** as additional insured, is **MANDATORY**. Insurance must be valid from your first day of setup to your teardown date (e.g., Sept. 10 to Sept. 17, 2018.) The insurance certificate must be received in our office by **July 27, 2018**, or application could be rejected. Please fax the certificate to 775.972.6429 or mail it to Reno Air Racing Association, 14501 Mt. Anderson Street, Reno, NV 89506.

Auto Insurance: Any vehicle entering the event area (for setup, re-supply and teardown) will need to carry valid Auto Insurance at all times. You will need to show proof of insurance before any supply passes are issued.

Release of Liability: The Vendor shall be responsible for the exhibit, purchase and sale of products and operation of the booth at their own risk. The Vendor agrees to indemnify and hold harmless the Reno Air Racing Association (RARA), the Reno-Tahoe Airport Authority (RTAA), their officers, agents and employees from any and all claims, causes of action and suits occurring or resulting from any damage, injury, loss to any person or persons including, but not limited to, persons to whom the Vendor may be liable under any Worker's Compensation Law and the Vendor himself from any loss, damage, cause of action, claims or suits for damages including, but not limited to, loss of property, goods, wares or merchandise, caused by, arising out of, or in any way connected with the exercise by the Vendor of the privileges granted herein.

The Association will not be responsible for the safety of the Vendor's property against theft, fire, accident or any other destructive cause, or for any injury that may arise to the public in the leased area, or to the Vendor or their employees while on the Air Races grounds. All persons who receive credentials will be required to sign a personal release of liability before credentials are issued.

The Vendor acknowledges there is a risk of mechanical and human failures incident to these races and hereby assumes all risks including the risks of serious injury and death and releases RARA Directors, employees, agents, sponsors, operators, participants and the Reno-Tahoe Airport Authority (RTAA) from any and all claims relating thereto regardless of fault.

Air Race Dates and Hours

Vendor Setup Schedule—Vendor setup will be from Monday, September 10, 2018, through Tuesday, September 11, 2018, from 7:00 am to 5:00 pm each day. **All Vendors must be setup by 5:00 pm on Tuesday, September 11, 2017.** Early arrivals are encouraged and you may come and setup as early as Monday, September 10, 2018. **Vendors will not be able to setup during operating hours on Wednesday.**

Event Schedule: The event schedule will be Wednesday, September 12, 2018, through Sunday, September 16, 2018, from 8:00 am to the end of the last race (approximately 5:00 pm) each day. Vendors must have at least one person in attendance at their booth at all times during the event schedule. (Please note that the gates open at 7:00 am and if you are re-supplying your booth, you must move your supply vehicle before that time.)

Vendor Space Fee

Following is the fee schedule for booth space at the 2018 National Championship Air Races:

<u>Size Price</u>	<u>Furniture provided</u>	<u>Space Fee</u>	<u>Commission Deposit</u>
<input type="checkbox"/> 10' x 10'	Tent w/1draped table & 2 chairs	\$600.00	\$800.00
<input type="checkbox"/> 10' x 20'	Tent w/2 draped tables & 4 chairs 0	\$900.00	\$800.00
<input type="checkbox"/> 10' x 30'	Tent w/3 draped tables & 6 chairs	\$1,200.00	\$800.00
<input type="checkbox"/> 10' x 40'	Tent w/4 draped tables & 8 chairs	\$1,500.00	\$800.00
<input type="checkbox"/> 20' x 20'	Tent w/4 draped tables & 8 chairs	\$1,500.00	\$800.00

Booth space fees include 110 volts 20-amp electrical service **(if requested on application form)**, airport permit fees, tent and furniture as indicated above. The space fee is due at the time of application and no application will be accepted without it.

Sales Commission

All sales vendors will pay a twenty percent (20%) commission of gross sales, net of sales tax. A commission deposit of \$800.00 for each sales location will be due by July 27, 2018. **If payment of both the space fee and the sales commission is made by May 1, 2018, a \$50.00 space fee discount will apply.** If a vendor is accepted after July 30, 2017, the commission deposit will be due with space fee and the application.

The commission deposit will be applied to the percentage of gross sales amount due the Association and constitutes a non-refundable charge of sales rights granted. Even if proceeds from sales do not amount to enough that 20% of sales equals or exceeds the commission deposit, no amount of the deposit will be refunded to the Vendor.

Cash Handling

Price Signs—All sales Vendors shall post the price of all their sale items for the public in plain view. You may elect to include Nevada Sales Tax in the price or add it separately with each transaction. You are required to display signage indicating how Nevada Sales Tax is added.

Daily Accounting—Upon closing each day, you must check in with the Vendor Office to pay commission and sales tax for that day's sales. Cash is preferred. Credit Card (Visa, MasterCard or Discover) is also accepted. The use of checks will require pre-authorization with the Director of Finance. You will be required to bring in the "Z" tapes from your cash register showing each sales transaction you make. You will also need to bring in any "order" forms taken for shipments of products at a later date. The "Z" tape total minus any tax exempt sales will be used to calculate the Sales Tax. Commission is determined on all sales and "orders" taken. You shall, on closing of your operation on the final day, make your final deposit of receipts to the Association **before** dismantling your booth.

Sales Tax Collections—Payment of Nevada Sales Tax of 8.265% is the exclusive responsibility of the Vendor. However, the collected tax is to be paid to the national Championship Air Races and the association will submit one report when the event is completed. You will receive in the mail a receipt of taxes paid to the State of Nevada after the close of the event. Each Vendor is responsible for paying the collected sales tax each day along with the daily commission. Failure to do so will result in removal from the Air Races property and collection procedures by the Taxation Department of the State of Nevada.

If you hold a tax-exempt status, you must furnish proof of the status with your application.

What transaction is considered a taxable sale?

Any exchange of product for money onsite is considered a sale and is subject to the payment of Nevada State Sales Tax. Any "orders" taken for a product that is to be shipped *from* outside of the State of Nevada *to* a location outside of the State of Nevada is exempt from paying sales tax in Nevada. "Orders" to be shipped *from* any state *to* an address in Nevada is considered a standard sale and must include sales tax. All shipping and handling charges regardless of destination are subject to sales tax and the sales tax should be collected.

Records of all "orders" must be brought to the end of day reconciliation session. All products sold onsite or "orders" taken are subject to the collection of commission. There are no exceptions.

Cash Control Procedure—Each individual sale will be rung up on a cash register, approved or provided by the Association, while the customer is present. Each sale, regardless of type of payment (cash, credit card, check), must be entered into the cash register under the correct control key. Any change due will be given to the customer. A receipt will be offered for each transaction. Process each sale completely as they occur.

Failure to follow these procedures for each sale will result in the vendor being ejected from the event with no refund of any kind.

Cash Register—Each Vendor **must** use a cash register provided by the Reno Air Races. A \$50 deposit will be due with the application. The deposit will be refunded on Sunday after it is returned, inspected and in good condition. If a register is not returned or returned damaged, the \$50 deposit will be kept and an additional \$150 will be charged to cover the replacement cost.

Any vendor, vendor employee, volunteer or person involved in any form of sales not in compliance with RARA cash handling procedures will be immediately ejected from the RARA site. Space fees and commission deposit will not be refunded.

Booth Setup Information

Space Allotment—Your space allotment is available in increments of 10' x10'. Your tent will use the entire space unless you request a smaller tent, such as a 10' x 10' tent on a 10' x20' space. Due to the enforcement of fire lanes and visibility issues, **you are not allowed to use additional space in front of or to the side of your allotted space. All merchandise must be within the purchased space (5 feet out). This will be strictly enforced. If you need more space, you will need to pay for a larger size area.**

Sandwich Boards and signs must be under 4ft tall. Certain areas of the event have greater flexibility in terms of extra space availability. We will do our best to work you into one of these spaces. An additional space fee may apply. Please indicate your needs on the application and include a drawing of your anticipated setup.

Space requests for trailers should include pop-outs, awnings, free-standing display items and tow vehicle (even if tow vehicle will not be connected to the trailer during the event, we need to know the size to allow for maneuverability into the assigned space).

Tents, Furniture, Freight Handling, Labor, and Carpet— **Tents**: - Tents (3 sides with top) and furniture are provided as per the specifications listed under *Vendor Booth Rates*. Larger tent configurations are available upon request. Please indicate your booth size requirements on the *Vendor Application*.

GES Expositions is able to provide additional services for you beyond what the Association can provide. Therefore, if you have requests for additional tables and/or chairs, display racks, carpet, grid wall, etc. or if you need freight handling or labor to setup your booth, contact Jeff Long with GES Expositions Reno at 775.332.7028.

The Association will not accept any shipments of freight at our location. If you need to ship freight in, you will need to contact GES.

The Association is not responsible, nor will it arrange to provide, movement of freight and any kind of labor for the installation, removal or servicing of any vendor space.

Vendors utilizing their own canopies or shade covers must realize this is an outdoor event held in an area of sudden gusting winds. **Permission to erect Vendor owned displays must be reviewed/approved by the Association and displays which cannot be properly secured to withstand high winds will not be erected (i.e., EZ UP Canopies).** Tie down stakes on grass area will require preauthorization and a RARA official present during installation. If needed, water barrels will be available to rent at \$10.00 each. Repair of any holes discovered in the field areas will be billed back to the responsible vendor. **It will be expensive.**

Booth Security—Your supplied tent **does not come with a front enclosure (4th side).** GES has limited number of front enclosures available on a first-come basis. It is strongly recommended that you provide your own front enclosure (such as a tarp) and clamps or ties to secure your tent. While we do have 24-hour security onsite, we are not responsible for your loss of goods for any reason.

Electricity—There are a limited number of 20-amp standard service electrical outlets available. If your equipment requires additional power, there may be additional fees. Generators are not permitted. **If you plan to use electricity, please bring 100-foot, heavy-duty extension cords.** A three-prong twist lock to standard plug, OSHA-approved junction box adaptor is required to facilitate your power hook-ups. This adapter will be provided for use at the event—**DO NOT** take them home with you. All Vendors who plan to use electricity must indicate so on the *Vendor Application*. **It is imperative that the electrical portion of your application be complete and accurate for proper placement of concession on site.** Electricity may not be available during event setup, but will be in place by opening day. Please plan your setup accordingly.

Telephone Service—Orders for telephone service (to run a credit card machine, etc.) must be placed by **August 1, 2018**, with AT&T at 800.288.2020 and request temporary service for the Reno Air Races. If you have used their service at past Air Races, an old account number and booth location are helpful. We provide a space list directly to the AT&T technicians.

A disruption of electrical, telephone data lines, water, etc., due to any cause, does not void the *Vendor Sales Agreement*.

Wireless Internet— If you plan to use a wireless phone card to access the internet, be aware that during the event, high cell phone usage can cause delays in processing data. The Reno Air Races plans to have wireless available, however; a back-up plan is highly recommended.

Booth & Space Clean Up—At the end of each day during the Air Races, each Vendor is responsible for the clean-up of their sales area. All equipment, whether tents, trailers or push carts, must be attractive, clean and in good repair. Vendors must care for and keep in good order their occupied space. It is very important to be aware and take every precaution possible to prevent any possible injury to visitors, guests or employees.

Parking—A Re-Supply Parking Pass will be issued to each Vendor for their supply vehicle. The vehicle may come inside the gate to re-supply during non-event hours. Vendors may not park their supply vehicle in any space other than designated Vendor parking areas. Fire lanes shall be maintained and unobstructed at all times. Violator's vehicles will be ticketed by the appropriate authority and towed away at the owner's expense. After loading/unloading, all vehicles must be moved and parked in the designated *Vendor Parking Lot*. Supply parking permits are not needed for setup before September 12, 2018, or after 5 pm on September 16, 2018, for most Vendors. Vendors in the Pit Area will be given supply passes for Monday and Tuesday. All vehicles entering the event area will need to carry valid Auto Insurance coverage.

The Vendor Lot is located at the east end of the airport. Vendors will be issued up to 2 Vendor Parking Permits per booth to park in that lot.

Camping—The Association has a limited number of dry camping spaces available for RVs. You may purchase a reserved space in advance by contacting the Air Races office. Overnight sleeping is not allowed in any area other than the designated RV parking/camping areas.

Products Approved

To Sell—It is expressly understood that Vendors, their agents or their employees are prohibited from distributing, selling or displaying products except of those listed on the Vendor Application and approved by the Association. Vendors may request the approval of the Association to change the list of articles, products and/or services up to one month prior to the Air Races. Please submit any changes in writing. **Sales of flying objects (any type of umbrellas, kite, balloon or model airplane, toys that shoot, fling or are otherwise operated by rubber bands) are prohibited. Weapons such as guns and knives, including small pocket knives, are prohibited. Explosive devices will not be allowed.**

Vendors do certify that they are an authorized distributor, manufacturer or licensee of all articles, products and/or services that are distributed, displayed and/or sold at the Air Races.

To Give Away—No food, beverage or merchandise (i.e., balloons, visors, sunglasses, T-shirts, etc.) sold by other Vendors may be given away anywhere on the Air Races grounds. Such acts conflict with concession rights held by others. Vendors expecting to dispose of sample and gift items must obtain written permission from the Association.

Literature—All literature that is to be distributed or displayed must be received and approved by the Association by June 30, 2018; otherwise, the Vendor will be prohibited from distributing or displaying said material.

Exclusivity—Other than through sponsorships, the Association will not grant or guarantee an exclusive sale right to any Vendor for any item or items sold at the Air Races.

Use of Logo—Products to be sold, offered for sales or otherwise distributed to attendees at the 2018 Reno National Championship Air Races which include a word or words, graphics, designs, photographs or a combination thereof which commemorates, denotes, references or otherwise makes some association with the Reno National Championship Air Races and therefore are likely to be purchased by attendees because of such association, are strictly prohibited for all Vendors and Exhibitors.

Examples of prohibited wording are (but are not limited to) “National Championship Air Races,” “Reno Air Races,” “2018 Air Races,” etc.

The term “National Championship Air Races,” “Reno Air Races” and the Air Races pylon, in particular, are registered trademarks, and their use is prohibited.

Requests for exemption for any prohibited wording/graphics must be presented in writing to the President/CEO of the Association and a copy of the proposed artwork should accompany the request.

Violators of this policy will be removed from the Air Races premises and prosecuted.

Raffles/Drawings—Raffles or drawings that have been approved by the Association and which comply with all applicable Federal, State and Local statutes and ordinances will be permitted. All raffles/drawings must be registered with Association prior to confirming the Sales Agreement. The names and addresses of the winners must be filed with the Association within 30 days of the closing date. Drawing entries must be kept in secured containers so as not to litter the event grounds.

Rules of Conduct—The Association reserves the right to stop and remove and/or relocate any Vendor or their representative(s) from exhibiting, selling or performing any act or practice which, in the opinion of the Association, is objectionable, interferes with the performance of others or creates a health, safety or fire hazard.

Use of loud noise makers is strictly prohibited (for example bull horns, megaphones etc.).

All Vendors are expected to conduct themselves in a professional manner or will be asked to leave immediately, according to the rules of this agreement. Any unruly conduct, refusal to follow rules or use of foul language to Air Races patrons or personnel will be considered grounds for immediate expulsion from the Air Races. **Vendors in violation of these rules will not be invited to return to subsequent Air Races.**

The Association provides a service to both Vendors and Air Races fans. It is our policy to maintain clean facilities and neat grounds and respect our visitors. We must insist that our Vendors provide the same respect for our Air Races fans as well as fellow Vendors. For our mutual benefit, we retain the right to remove any Vendor from the Air Races grounds if the Association feels that the Vendor violates our rules of conduct or does not comply with the signed agreement and written rules. **RARA will have staff dedicated to monitoring activities of Vendors and Exhibitors to ensure adherence to all Policies and Rules.**

The decision of the Association on all matters not covered in these conditions will be accepted as final.

General Policies and Rules

Refund and Cancellation—Vendors wishing to cancel a booth or space after an agreement has been signed must submit their request in writing. All refunds are subject to approval of the President and CEO of the Reno Air Racing Association. A minimum of a \$100 cancellation fee will apply. **No refunds will be made after August 1, 2017.**

Inclement Weather/Event Interruption Policy—In the event of inclement weather or should the Air Races be interrupted in any way, regardless of cause, the Association will do everything reasonably possible to continue or resume the Air Races at the earliest possible opportunity. **There will be no refunds.** The request to close any booth early must be made to the Corporate Operations and Finance (or designee) onsite prior to the closing of the booth.

Air Race Attendance—The Association is not responsible for decreases in normal Air Races attendance due to acts of God, weather, or any other cause.

Nevada Bad Check Law— “The issuance of a check or draft without sufficient money or with the intent to defraud is punishable by imprisonment in the county jail for not more than 6 months or by a fine of not more than \$1,000 or by both fine and imprisonment.”

Vendors’ checks issued to RARA and returned for non-sufficient funds will be aggressively pursued for criminal prosecution. Further, any Vendor issuing a check that is returned shall be precluded from any further business opportunities with the Association. Vendors are responsible for any returned check fees.

Credit Cards—At this time, we can only accept Visa, MasterCard, American Express and Discover Card for payments via credit cards.

Local, State, and Federal Statutes and Ordinances—Vendors shall comply with the laws, rules, regulations and codes of the State of Nevada, Washoe County, City of Reno, Reno-Tahoe Airport Authority and the Association that may include, but are not limited to, Worker’s Compensation, insurance, health and safety, fire, construction and utilities. In addition, Vendors must comply with all applicable Federal, State and Local statutes and ordinances and must assume full responsibility for the payment of all sales, use and processor interest, taxes, assessments and/or fees occasioned by their use of the premises.

Fire Marshal Regulations—All Vendors are required to abide by rules and regulations as set forth by the City of Reno Fire Marshal’s Office. Deputies of the Fire Marshal will be on the grounds during move-in as well as Air Races event days to inspect booths and may demand the removal of any exhibits not conforming to rules.

Terms of Agreement

Your organization shall act as an independent contractor and not as an agent or representative of the Association. You shall not hold yourself out as speaking for or on behalf of the Association nor permit anyone under your authority to do so.

In determining the number, size and location of booths, the Association will not be unreasonable or arbitrary, but the Association may consider the needs and requirements of other Vendors, exhibitors, traffic, crowd control and other matters relevant to the operation of the event.

You shall designate in writing the name, address and telephone number of the responsible person in your organization who is authorized to speak for and to fully represent your organization in connection with the Vendor. You may at any time change representatives by a new written designation. Unless otherwise specified, the contact name and contact information provided on the *Vendor Application* will constitute this designation.

This concession is granted specifically to your organization and may not be transferred, assigned or subcontracted, in whole or in part, without the written consent of the Association. **No sharing of booth space with another Vendor is allowed without express written permission from the Association.**

The foregoing concession privilege is granted for this year’s event only, and neither your organization nor the Association shall be obligated for any future year. If the terms of this agreement are accepted, it will be your responsibility to perform in a manner that creates a favorable public impression and goodwill for the National Championship Air Races and for the community at large.

Please sign below and return to the Association to indicate your acceptance of the agreement. It is mutually understood and agreed that no alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties thereto.

Accepted and agreed to by:

Vendor Company _____ Date _____

Official Representative Printed Name _____

Official Representative Signature _____

_____ Date _____

Kathy Harnack
Director of Event Services
Reno Air Races Association, Inc.

55th National Championship Air Races and Air Show

September 12-16, 2018

Vendor Application Checklist

Did you remember to?

- Include a Tax ID number or social security number for tax purposes? The "Company" name should match that of the Tax ID or name on social security card.
- Send payment with your application? Space and cash register rental fee is due with application
Commission deposit for vendors is due by July 30, 2018.
- Complete the *Credential Request Form* requesting wristbands, parking and supply passes for all your booth workers?
- Read through **ALL** Vendor Agreement and sign it? New Vendors please include pictures, diagrams, descriptions of your display and products?
- Include a copy of your insurance Certificate? Due by July 30, 2018.
- Make a copy of your application, vendor agreement and credential request form for your own records?

Contact Kathy Harnack with any questions you have? 775.972.6663 or email kharnack@airrace.org

Mail completed application to:

**Reno Air Races
Vendor Application
14501 Mt. Anderson Street
Reno, NV 89506**

Or Email to

kharnack@airrace.org

Or FAX completed application to

775.972.6663 or 775.972.6429

If faxing, please call Reno Air Races to confirm receipt.

**55th National Championship Air Races and Air Show
September 12-16, 2018**

Contract Review

Please read and initial each point. Refer to the contract for further explanation.

1. I shall display price signs for each item of sale. I may elect to include Nevada Sales Tax in the price or add it separately with each transaction. I will display signage indicating how Nevada Sales Tax is added. **Initials**_____

2. I will be provided cash register by the Reno Air Races, which I will use to enter each sale, whether it be by cash, check or credit card, using the correct control key. I will give any change due to the customer. I will give a receipt from the cash register to the customer. I understand failure to follow these and all cash control procedures outlined in the contract will result in my immediate eviction from the event. **Initials**_____

3. I understand "sharing" my booth with another vendor is strictly prohibited. **Initials**_____

4. I understand I must bring the "Z" Tape from my cash register and any "order forms" taken to the Vendor Reconciliation Office at the end of every day, regardless if sales occurred that day or not. I will do this before I begin dismantling my booth on the final day. **Initials**_____