



## **Vendor Instructions and Agreement**

The following is information for vendors and exhibitors that are a part of special event on public property in the City of Sparks. Please read the following directives. Failure to comply with the rules will result in a costly fire inspection costs to the producer of the event and possible expulsion from the event. All vendors must sign this agreement to conduct business on City property during a special event. Businesses without a current business license must obtain a temporary business license through the event producer before the event.

### **Tents and structures:**

- 1. All structures and displays shall be adequately weighted, braced, and anchored. THIS IS NOT OPTIONAL, no matter the weather.**
2. No stakes are allowed in the grass. If the underground sprinkler system is punctured by a stake, the event producer will be billed for damage.
3. Do not affix anything to trees, shrubs or city owned property, especially as an anchor.

### **Vehicles**

1. Vehicles and heavy equipment are not allowed on turf or beach areas at any time.
2. A drip pan must be placed under every vehicle (including motorcycles) which is parked on a sidewalk.

### **Trees**

1. Do not cut any branches from trees.
2. Do not tie onto trees or branches to secure booths or signs.
3. Do not use stakes in planters/medians to secure canopies, signs, etc.

### **Electrical**

1. Power given to vendor booths that requires labor or equipment rental will be billed to the event producer. It is your responsibility to inform the producer before the event of any electrical needs. Day of event power needs may not be accommodated.
2. Permanent utility outlets or sockets may not be used by exhibitors
3. All sources of power must comply with federal, state and local codes.
4. Each vendor holds City of Sparks harmless for any and all losses of power beyond City of Sparks' control.

### **Other:**

1. Cords need to be covered to avoid tripping.
2. Ice from coolers cannot be emptied on the grass, planters or into storm drains.
3. Water from weight containers may be emptied in a location on site as long as it doesn't impede other vendors.
4. All waste (trash, grease, grey water) shall be stored in approved containers until removed from premises.



**Specific Cooking Vendor Conditions**

1. A minimum of (1) 2A10BC fire extinguisher will be required for every cooking vendor and vendors with special electrical needs. Cooking Vendors that produce grease laden vapors shall be required to have a K-Guard Fire Extinguisher. All Fire Extinguishers shall be current.
2. All cook tops must be cordoned off from the public.
3. All generators must be cordoned off from the public. Placement of all generators shall be approved by the Fire Marshal prior to usage. All Generators must be filled before the event and all fuel cans shall be removed from the event area prior to the event starting.
4. When using propane, all hose and regulators shall be UL listed and in good working condition. Make sure that the regulator has the correct orifice for this altitude (4200 ft.). All bottles will be secured to a stable surface.
5. If ashes are produced, the vendor must provide a five (5) gallon metal trash can with lid just for the disposal of ashes. (Grease shall be accumulated in metal cans with metal lids. Promoter is required to properly dispose of grease.)
6. Flammable material shall be stored not less than thirty (30) feet outside of the structure. All waste shall be stored in approved containers until removed from premises.
7. All structures shall be of flame-retardant material and have an approved certification by the manufacturer attached.
8. Charcoal barbecues are not allowed on turf areas.
9. Any vendor selling food and/or beverages must place a paper or tarp under and in front of their booth to minimize sidewalk staining. The tarp/plastic shall be secured to the sidewalk with duct or similar tape to prevent tripping hazards. This tape must be completely removed along with the tarp/plastic following the event.

I have read these conditions and agree to abide by them.

\_\_\_\_\_

Vendor/Exhibitor Name and Signature Date \_\_\_\_\_

City of Sparks Business License Number \_\_\_\_\_ 501-C-3 EIN Number \_\_\_\_\_

Event \_\_\_\_\_ Dates \_\_\_\_\_

**Temporary Business License:**

**Food \$55.00:** includes all vendors that are preparing food onsite for consumption onsite.

**Retail \$15.00:** All vendors selling items at the event. This group includes all prepackaged food.

**Informational \$.00:** These vendors or exhibitors are not conducting commerce but are onsite-- either with an activity, disseminating information, or promoting a business/organization (including non-profit organizations).

**How do you get your permit?** Your event producer will arrange for your permit prior to the event. Please have this signed agreement in your booth. Your payment is given to the producer. For more information on obtaining a City of Sparks business license, please contact the Business licensing department at 775-353-5555.

For information on your pending Temporary event permit, please contact your event producer.