

High Desert Steam Presents

The Sixth Annual High Desert Steampunk Expo

Wilbur D. May Center, 1595 N. Center St, Reno, NV 89503

www.highdesertsteam.com

Name _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (home) _____ (cell) _____

E-mail _____ Website _____

Social Media _____

Note that all booths require photo jurying. See instructions on Page 3. Please describe your crafts

Description	Quantity	Price	Amount
8' x 8' Booth		@\$85	
7' x 4' Booth		@\$45	
Table and 2 Chairs		@\$10	
Power		@\$5	
Total Due:			
Payment Method:			

Payment in full is due upon notification of acceptance. Exhibitors will only be able to rent one space per business. Please submit one application per business. Applications will be accepted until July 31, 2018. Notifications will go out no later than August 31, 2018.

Exhibitor Signature _____ Date _____

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Participant Name _____ **Business Name** _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Home Phone _____ **Cell** _____

Facility Usage and Hold Harmless Agreement

I/We the undersigned authorized representatives(s) of _____ (name of business) of the city of _____, state of _____ shall be using the building and grounds of **Wilbur D. May Center, Washoe County Parks and Recreations, and High Desert Steam** on November 16, 17, and 18, 2018 for the purpose of sales and exhibition of arts and crafts herein referred to as "the activity."

I/We understand and agree that neither **Wilbur D. May Center, Washoe County Parks and Recreations, High Desert Steam**, nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity, which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds, as well as all appliances and fixtures in the activity, I/we hereby assume all risk in connection with participation in the activity. I/We further release **Wilbur D. May Center, Washoe County Parks and Recreations, and High Desert Steam**, its trustees, employees, agents, or representatives for any damage that may occur while participating in the activity. I/We further agree to save and hold harmless **Wilbur D. May Center, Washoe County Parks and Recreations and High Desert Steam**, its trustees, employees, agents, or representatives from any claim by the undersigned member of the organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity. I/We also authorize **Wilbur D. May Center, Washoe County Parks and Recreations and High Desert Steam**, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity.

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed myself/ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20____

Signature _____

Dear Exhibitor,

Thank you for your interest in participating in our event. Please read the following information, fill out the enclosed application and mail it to:

HDS Make checks payable to: High Desert Steam
Or PayPal treasurer@highdesertsteam.com

Attn: Shelly Jackson
3445 Scottsdale Rd.
Reno, NV 89512

You will be notified by e-mail as soon as your application is received and processed. If your application is not accepted, your check will be returned to you. Please contact us if you don't hear from us in a timely manner.

Vendor Information:

Event Location: Wilbur D. May Center 1595 N. Sierra St. Reno, NV 89506
Set Up Times: Friday, November 16 or Saturday November 17 TBA

Event Date/Time: **Saturday, November 17 10 am to 5 pm, Sunday November 18 10 am to 4 pm**
Fees: \$85 per booth space. \$45 per half-size booth space. Optional Additional Fees.
Tax forms will be provided.
 (Returned checks will be assessed a \$15 fee)

Vendor Responsibilities and Rules:

Applications are due by July 31, 2018 for jurying. Late applications will be considered on a case by case basis. **Application is not a guarantee of acceptance.** Payment is not due until acceptance. We have a small number of spaces and will take care to limit like items.

Applicant must submit no less than three and no more than eight photographs to the jury. You may submit them via email as a MS word attachment or PDF attachment in a single document with no artist/shop identifying titles or via post. If you want photographs returned to you, please include a self-addressed stamped envelope.

You may request certain spaces or neighbors, and we will take your request under consideration. We reserve the right to final booth space assignment.

- All exhibitors are responsible for sales tax on items sold (8.265% at time of application) rate subject to be changed.
- Food items must be packaged and labeled in accordance with Federal, State, County and City requirements. Samples may be served by exhibitors with a valid health certificate.
- The following items are not permitted to be sold: alcohol, illicit drugs, prescription drugs, paraphernalia, pornography or sexually explicit material weapons including but not limited to guns, knives, swords, bows and arrows, and alcohol. Because this is a Steampunk event, we understand that replicas and mock weapons are sold. Please limit these to non-working weapons without special permit and permission.

- Exhibitors must remain open until the end of the event. Failure to do so will result in NOT being welcome at our next event. You will also be asked to set back up if you start to tear down early. Plan to stay open until close of day.
- There will be no rain date, and no refunds will be given for weather related issues.
- Withdrawal requests must be submitted in writing no later than 15 days prior to the event to receive a full refund. No refunds will be made after this date.
- Booth assignments and set up instructions will be sent to you prior to the event.
- We will not be responsible for loss, theft, or damage of any items you have brought to the show.
- You are provided with two Expo passes per booth. Additional passes must be purchased at a price of \$10 per day or \$15 for the weekend. Ball tickets are not included in the price of Vending.
- Full Booths are approximately 8 feet by 8 feet. Half Booths are approximately 7 feet x 4 feet.
- Vendors will be asked to join a Facebook group to help with communication and questions as they are approved.
- During Saturday night's Ball, the vendor room will be secured and locked. You are able to purchase Ball tickets and join us at the festivities at a Member Rate, but there are limited tickets and we cannot guarantee they will not sell out.

For more information, contact:

Shelly Jackson, Event Chair

Cell: 775-240-8053

E-mail: convention@highdesertsteam.com

Remember, the map will not be finalized until all applications are in, but you may request a particular space. Requesting a space will not guarantee that you will receive it. Requests will be granted based on order of receipt and booth content. Our goal is to help everyone have a great show.

If you are interested in non-vending space for information or non-profit, please contact Shelly. These are highly limited and may require tear down at the end of each day.