



Friday September 21, 2018 – 10am – 6pm
Saturday September 22, 2018 – 10am – 6pm
Sunday September 23, 2018 – 11am – 5pm
Charleston & Decatur – Wal-Mart Shopping Center

Booth Contract and Agreement

Business Name _____

Contact Name: _____

Business E-mail: _____

Phone#: _____

Address: _____

City: _____ State: _____ Zip: _____

Description of Product: _____

Website _____

Space rental \$185.00 _____ **Early Bird Special (July 2-31, 2018)**

Space rental \$225.00 _____ August 1st – 31st

Non-Profit Organization \$100.00 _____ \$125.00 _____ August 1st – 31st

Please make payment via paypal @ <https://www.paypal.me/srphoenix>
or send money via paypal (friends and family) using email address sharonphnx@yahoo.com
You may also pay by check or money order

Do you need power? Yes _____ No _____

You will need to provide your own power bar/extension cord.

My raffle prize is: _____

Vendors Signature

Date

Mail contract to Sharon Phoenix – Event Organizer
PO Box 572035
Las Vegas, NV 89157

POP-UP Marketplace Las Vegas Rules and Guidelines

- The location is indoors at one of our local retail strip malls.
- Set up begins at 7:30 September 21st and must be completed by 9:30am
Early breakdowns will result in not being asked back to future events.
- Business Owners are required to be on time and remain until the end of the event. We are not responsible for lost or stolen items.
- Each vendor will be provided (1) covered six foot table and chair(s). You may bring an extra table and accessories to create an inviting retail space. If you are bringing an extra table, please make sure the linen is black so that everything remains uniformed.
- You are solely responsible for your area; do not leave it unattended.
- Event organizers have no control over the attendance of the vendors/guests or promise any specific results in regards to this event. Please feel free to invite your customer base to promote attendance.
- Raffles will be conducted before the end of the event. Please make sure your item has your business card/information attached.
- Vendors are allowed to park by the entrance to unload. Please be mindful of others who will be unloading as well.
- Each vendor is responsible for keeping their booth area neat and clean at all times. You are responsible for any trash accumulated and must dispose of it properly.
- Must have a valid business license and a State of Nevada Sales Tax Permit. Check below.

Currently I have a business license within the following:

- State of Nevada ____ City of Las Vegas ____ Clark County ____
 - City of North Las Vegas ____ City of Henderson ____
 - Direct Sales ____
 - Non-Profit Organization ____
-
- This is considered a Special Event and as such, no additional licenses or permits are required by you.

- We do advise you to carry your own insurance as we DO NOT guarantee you against any losses of any kind caused by theft, fire, vandalism, or any other occurrence, natural or otherwise. You may leave your products overnight on Friday and Saturday at your own risk.
- REFUND POLICY: There will be no refunds unless the event is cancelled by the event organizer.
- ADVERTISING: Organizer will create flyers, and as allowed by venue, posters to be posted inside and outside the venue. We will provide press releases to a variety of news and radio companies for inclusion in their community event segments. We will utilize various social media: Craigslist, Facebook, Las Vegas Events, festivalnet.com and many others. Flyers will be given to residents & posted in nearby complexes upon approval. Vendors are asked to assist in promoting the event with your contacts as well. Prior to the event a flyer will be sent out to vendors to share. Paid ads will include, but not limited, to Facebook ads, the Review Journal and Nellis Desert Lightning Newspaper.

I have read the Guidelines and Information for the event and I agree to abide by all rules. I also understand that the organizers for POP UP Marketplace Las Vegas are not responsible for lost, damaged, or stolen merchandise, and that the organizers of the event reserves the right to refuse renting a space or involvement in this, and future events, if a person's behavior is deemed offensive and contrary to the success of the POP-UP Marketplace Las Vegas.

Signature_____Date:_____

For more information, please feel free to contact:

Sharon Phoenix @ 702-496-6715 - email: sharonphnx@yahoo.com

Louise Carruth @ 702)643-2828 – email: louise@littlecandletea.com

Richard Harvey @ 702-875-6293 - rharvey.emc@gmail.com