



**Town Square**  
**6605 Las Vegas Blvd S**  
**Las Vegas, NV 89119**  
**December 11-13, 2020**  
**December 18-20, 2020**  
**10am – 6pm**

### **Booth Contract and Agreement**

Business Name \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business E-mail: \_\_\_\_\_

Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Product: \_\_\_\_\_

Website \_\_\_\_\_

3-Day Space rental \$185.00 \_\_\_\_\_ (Early Bird Special November 5<sup>th</sup> - November 23<sup>rd</sup>  
After November 23<sup>rd</sup> \$225.00 \_\_\_\_\_

December 11-13 \_\_\_\_\_ or December 18-20 \_\_\_\_\_

A two-week option is available at a discounted rate of \$300.00 \_\_\_\_\_

**Space is not confirmed until payment and contract has been received (NO EXCEPTIONS)**

Please make payment via paypal @ <https://www.paypal.me/srphoenix>  
or receive an invoice to complete your payment. You may also pay by check or money order

Do you need power? Yes \_\_\_\_\_ No \_\_\_\_\_ (no additional charge)  
You will need to provide your own power bar/extension cord.

\_\_\_\_\_  
Vendors Signature

\_\_\_\_\_  
Date

## POP-UP Marketplace Las Vegas Rules and Guidelines

- The location is indoors located at Town Square.
- Set up begins 8:00 am December 11<sup>th</sup> and must be completed by 9:45
- **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 any accessories to create an inviting retail presence.
- You are solely responsible for your area; do not leave it unattended.
- Pop-Up Marketplace Las Vegas has no control over the attendance for the vendors/guests or promises any specific results in regards to this opportunity.
- Raffles may be offered but not mandatory.
- Vendors will be instructed where to unload and where your assigned space will be located. 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.
- Check all that apply.

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 \_\_\_  
Nevada Sales Tax Permit \_\_\_
- Direct Sales \_\_\_ (No Business License)
- Non-Profit Organization \_\_\_

- 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 in your space provided at your own risk.
- REFUND POLICY: There will be no refunds unless event has been 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: \_\_\_\_\_

**Mail contract to Sharon Phoenix – Event Organizer**

PO Box 572035

Las Vegas, NV 89157

You may also scan the contract and email to: [sharonphnx@yahoo.com](mailto:sharonphnx@yahoo.com)

**For more information, please feel free to contact:**

Sharon Phoenix @ 702-496-6715 - email: [sharonphnx@yahoo.com](mailto:sharonphnx@yahoo.com)

Louise Carruth @ (702)643-2828 – email: [louise@littlecandletea.com](mailto:louise@littlecandletea.com)

Richard Harvey @ 702-875-6293 - [rharvey.emc@gmail.com](mailto:rharvey.emc@gmail.com)