



Melvin Ennis Recreation Center

3720 E. Carey Ave. Las Vegas, NV. 89115 (702) 455-1291

SPECIAL EVENTS COMMUNITY RESOURCE VENDOR FORM

Viva La Vida celebrating Hispanic Heritage Month

Friday, September 27, 2024 | 5:00pm-9:00pm | Set-up Time: 3:30pm-4:30pm

Submit to: sandra.mireles@clarkcountynv.gov

Completed forms must be submitted by 5:00 p.m. on Friday, September 20th.

Organization Name: _____

Contact Name(s): _____

Address: _____

City: _____

State: _____

Zip: _____

Phone Number: _____

Email: _____

Facebook/Instagram: _____

Organization description: _____

PLEASE NOTE: All community vendors must provide their own tables, chairs, shade cover/tent, lights (if needed, etc.)

COST: FREE to table

__ I would like to set-up a booth. *(Table and seating area for 2-3 people. Preferable locations will be given based on availability. Please bring your company banner or signage.)*

Set up time: 3:30pm 3:45pm 4:00pm 4:15pm 4:30pm

Need an electrical Outlet? Yes__ No__

__ I'm unable to attend but would like to donate or leave materials on the information table.

__ I would like to contribute an item for in-kind donation. *(Please include value).* Please describe the item(s) donated: _____

Please send form by Friday, September 20, 2024. Please contact staff at the Melvin Ennis Recreation Center with questions or concerns.

Call: 702-455-1291 | **Email to:** Sandra.mireles@clarkcountynv.gov

Mail Attn. to: Melvin Ennis Recreation Center
3720 E. Carey Avenue
Las Vegas, Nevada 89115



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TERMS AND CONDITIONS FOR ALL VENDORS

1. Community Resource must submit vendor form by Friday, September 20, 2024.
2. Community Resource is required to be operational on September 27th by 4:45 pm for the duration of the entire event.
3. **INDEMNIFICATION:** Contractor agrees, by accepting this application, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of contractor or its principals, employees, subcontractors or other agents while performing services under this contract.
4. **SUBLEASING:** Vendor may not sublease their space unless pre-arranged with Clark County Parks & Recreation. Sublease in this use includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor's space.
5. Consumption of alcoholic beverages or controlled substances by vendors at their booth is prohibited. Under no circumstances are controlled substances allowed on the event site. Anyone with controlled substances in their possession on the event site is subject to immediate expulsion and/ or arrest.
6. Set up information and event map will be emailed to you upon acceptance.
7. Community resource must provide their own tables, chairs, shade covers/tents, lights, generators (if needed, etc.)
8. No political signs are permitted.
9. No tents larger than 20' x 20' are permitted. Spots are 10' x 10'.

NO STAKING ON PARKGROUNDS!