



Southern Nevada Gem and Mineral Society  
Viva Las Vegas Rocks Show  
November 3, 2023 – November 5, 2023



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## Vendor Contract

### Vendor Terms and Conditions

*Welcome to the Southern Nevada Gem and Mineral Society fall show, Viva Las Vegas Rocks 2023.  
Here is the Vendor application and we ask that you review the entire contract carefully.*

1. Venue Location:

Santa Fe Station Hotel and Casino, 4949 N Rancho Dr., Las Vegas NV 89130

- I. Room reservations: (702) 658-4900 Special 20% discount for Vendors by using code EVENTROOM in the discount code line. Reservations can be made online at <https://www.santafestation.com/>

II. Show Hours:

- a. Set-up is Friday, Nov. 3, between the hours of 7:00 AM and 12:30 PM
- b. Friday, November 3, 2023 – Show opens at 1:00 PM to 7:00 PM
- c. Saturday, November 4, 2023 – 9:00 AM to 5:00 PM
- d. Sunday, November 5, 2023 – 9:00 AM to 4:00 PM
- e. Vendors are allowed 2 badges per booth, which must be worn at all times and cannot be handed off to other persons.
- f. Entry ticket price is \$10.00 for adults and minors 13-17 which covers all 3 days. Children under the age of 12 have free entry with adults. No unaccompanied minors under the age of 17 are allowed.

2. Vendor registration:

- I. Registration begins April 7, 2023, and ends September 15, 2023. SNGMS will determine Vendor's acceptance and will notify applicants. After full payment, booth space may be chosen. Please add 2 preferred spaces to your application and we will do our best to grant your preference. Full payment must be secured by September 15, 2023. Checks and Credit Cards will be accepted. No applications will be accepted after October 3, 2023 per Clark County, NV regulations.
- II. Each Vendor will be required to donate one item for Silent Auctions. Items should be representative of Vendor's product.

3. Booth information:

- I. Booth sizes and prices are listed on the attached Vendor Application Form.
- II. Vendor booths should be professional and neat in appearance.



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- III. Booths must be gem, mineral, or lapidary arts related including but not limited to: rough rock, slabs, cabochons, lapidary equipment, tools, books, handmade beadwork, and gem or stone jewelry. Please provide a brief description of what you sell and provide three (3) pictures of the products intended for sale, and one(1) of your normal booth setup. SNGMS Vendor committee will decide acceptance and notify applicants.
- IV. No sub-leasing of booths by registered vendors.
- V. Vendors may send early packaged merchandise to the Santa Fe Station Hotel and Casino.  
Santa Fe Station Hotel and Casino  
ATTN: Catering Dept.  
4949 N. Rancho Dr.  
Las Vegas, NV 89130  
Attn: SNGMS 2023 Viva Las Vegas Rocks show, Nov 3, 2023
- VI. Packages are to be sent no more than one (1) week prior to the event.
- VII. All packages that arrive should be prepaid, and all packages that are to be shipped out need pre-paid packaging labels. Vendors must call to arrange for pickup of their packages.
4. Vendor Tables:
- I. All booths will be provided with 2 tables each, (8 ft x 2.5 ft) including skirting and tablecloths provided by Santa Fe Station Hotel and Casino. Vendors are responsible for any damage to these tables and linens.
  - II. Chairs will be provided for each booth. Rentals of one or more booths will include only 2 chairs unless otherwise requested.
  - III. Additional tables will be available for rent – size 6 feet by 30 inches at a cost of \$20.00 per table (for the entire 3-day event). Supply is limited to 1 extra table per 10x10 ft booth.
  - IV. Vendors must load in oversize items through the loading dock and not through the casino area.
  - V. Vendors are responsible for water containment in displays (i.e. Slab trays). This event is held in a carpeted room and Vendors are asked to monitor water trays.
5. Parking:
- I. Free parking is provided by the Santa Fe Station Hotel and Casino, both surface, and garage. There is free RV parking in the oversize lot. These are non-hook-up spaces with no cooking or tailgating allowed. Please do not leave trash or refuse in the parking area. No display, vending, or demonstrations by Vendors in this area.
  - II. Vendors must park all vehicles, including towed vehicles, in available parking areas. We have use of the loading dock on Friday morning and loading out on Sunday after the show. Please do not leave vehicles in the loading area. Roaming parking lot security is provided by the Santa Fe Station Hotel and Casino.



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### 6. Booth Rules:

- I. No pets are allowed in Vendor Booths. Service animals will follow the Santa Fe Station Hotel and Casino policies and can be requested to SNGMS prior to the event.
- II. No playing of radios, musical instruments, and/or mechanically reproduced sound is allowed.
- III. No alcoholic consumption, smoking, or vaping is allowed in the Ballroom.
- IV. Guns, knives, or weapons are prohibited on Santa Fe Station Hotel and Casino property.
  - i. Any guest violating this policy may be asked to leave the property immediately and will not be entitled to a refund of any prepaid amounts.
  - ii. Vendors that have knives for sale will only be allowed to display these items in a locked display case and after any sale, the knives must be placed in a box that is taped closed.
- V. SNGMS and the Santa Fe Station Hotel and Casino reserve the right to remove any Vendor and their display for violation of the rules and regulations with no refund of any fees paid.

### 7. Booth Set Up:

- I. Please check in at the SNGMS Vendor Check-In desk next to the Ballroom to receive your Welcome Packet and booth location instructions. Please bring your Silent Auction item donation when you sign in.
- II. To use the loading dock to unload product, Vendor load-in times need to be scheduled in advance with the SNGMS Vendor Coordinator. The unloading area is at ground level to the freight elevator which leads to the Ballroom. Carts are available as well as an SNGMS usher to the Ballroom. Ushers are not allowed to load or unload carts. Vendors are allowed to hand carry in product if loading dock access is not required. There is an escalator and stairs to the 2<sup>nd</sup> floor Ballroom. No carts or large products will be allowed to go to the Ballroom through the Casino floor. Please consider your load and what works best for your items.

SNGMS Vendor Coordinator: Diane Burgess (702) 575-2762 (dianeburgess@cox.net)
- III. Set-up is Friday, Nov. 3, between the hours of 7:00 AM and 12:30 PM. **All booths must be ready at 12:30 PM on Friday since the show will open at 1:00 PM.**
- IV. Booth must remain set up until Sunday at 4:00 PM when the show ends. No early breakdowns are permitted.
- V. Live demonstrations are encouraged such as wire wrapping, beading, etc. No oils, demonstrations with water, or potentially hazardous materials are allowed in the exhibit area. No flames, heating elements, flint chipping, or demonstrations that could cause injury to Guests or Vendors. Please let us know if you will be doing demonstrations and we will add this information to our advertising.



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8. Electricity:

- I. **Only the use of LED lights will be allowed.** Each booth will have a single extension cord routed to their area. The vendor is responsible for extension cords and power strips within their booth. All electrical appliances, including cords and plugs, must be electrically sound and fit standard electrical receptacles. Multiple power strips interconnected together will not be allowed. Failure to comply will result in disconnection of power.

9. Food and Beverage:

- I. No food or beverages are to be sold by vendors. Food is available within the Santa Fe Station Hotel and Casino. Food and beverage from outside sources brought into the hotel, or delivered to the hotel, is prohibited.
- II. Vendor coolers are allowed including bottled water and non-alcoholic beverages, sandwiches, and snacks. No cooking in the Ballroom.
- III. Bottled water will be available at the Vendor Help desk.
- IV. A break room will be available across from the Ballroom for Vendor convenience. As this room is for several uses, it may be closed for short times. A schedule will be posted.

10. Security:

- I. Nighttime security is provided by Santa Fe Station Hotel and Casino. The Ballroom is locked, and floor access is locked as well, in addition to roaming security patrols and video surveillance. The Ballroom is open at 7 AM on Friday, and 7 AM on Saturday and Sunday. The Ballroom closes at 8 PM on Friday, and 6 PM Saturday. (Sunday night is tear down).
- II. Daytime security of the booth is the responsibility of the Vendor. Exhibitors are responsible for the safety and liability of their work, displays, and product. SNGMS cannot be held responsible for any fraudulent transactions accepted during the show.
- III. SNGMS will have members monitoring the crowds. Please report any issues to the SNGMS Welcome Table located at the main entrance to the Ballroom. Professional conduct is always required by every Vendor and their associates. Any violation may result in removal from the event with no refund issued.

11. Booth tear down:

- I. Tear down and Vendor property removal is Sunday, November 5, from 4 PM to 8 PM.
- II. We have use of the loading dock again and carts will be available. Please wait for an SNGMS Usher. Ushers are not allowed to load or unload carts.
- III. Please check under tables and leave tablecloths and table skirts on top of the tables. Please remove all trash.



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IV. A \$50.00 cleaning deposit (separate check to hold and return) is required for damages and/or cleaning. **Prior to leaving, the Vendor agrees to have an SNGMS representative inspect the booth space.** Inspections for checkout begin at 4:30 PM, Sunday. If the space is found to be free of garbage, and free of damage, no cleaning fee will be charged. Your original check will be at the Welcome Table available after your inspection is complete. Cleaning checks that are not picked up will be destroyed on the Monday following the event.

12. Nevada Department of Taxation:

i. All Vendors will be issued a "One-time Sales Tax Return" report form by the Nevada Department of Taxation which will be in your Welcome Packet. You are responsible for sales tax collected during the show. (Current rate is 8.38%). These taxes are due Sunday, Nov.5, 2023, at the close of the show. They can be paid at the SNGMS Welcome Table by the main entrance to the Ballroom between 4:00 – 6:00 PM. Any Vendor who fails to turn in a "One Time Sales Tax Return" will be reported to the Nevada Department of Taxation 10 days after the close of the event. **All taxes must be paid in CASH. NO CHECKS ACCEPTED FOR TAXES, NO EXCEPTIONS.** Those exhibitors with valid State Tax ID numbers need to print their number on the form, sign it, and turn it in to the SNGMS Welcome Table on Sunday.

13. Cancellation Policy:

- I. If for any reason the Viva Las Vegas Rocks show is canceled, a full refund will be mailed after notification of the canceled event.
- II. Vendor cancellation of the booth needs to be made 60 days prior to the event (September 4, 2023) for a full refund. Vendor cancellations made between September 5, 2023, and September 14, 2023, will be subject to a 50% penalty. Any Vendor cancellations made on or after September 15, 2023, will be accepted but all fees and costs of the booth will be forfeited to SNGMS. When applicable, cancellations should be made via email to [SNGMSshowChair@gmail.com](mailto:SNGMSshowChair@gmail.com).



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### ***Vendor Checklist***

Vendors are responsible for completing, signing, and returning the following items:

- Completed Vendor Application with booth numbers requested.
- Three (3) pictures of product and one (1) picture of booth. (can be submitted electronically).
- Payment by check or credit card. Booth spaces are held once full payment is received on/or before September 15, 2023.
- Hold Harmless Agreement in original form with original signatures.
- A Cleaning Deposit of a \$50.00 check is required with your contract. (A separate check that is returned to the Vendor after clean-up inspection.)
- Bring donated auction item to check in

Mail required documents to:

SNGMS  
% Diane Burgess – Vendor Coordinator  
2078 Angel Falls Dr  
Henderson, NV 89074  
[dianeburgess@cox.net](mailto:dianeburgess@cox.net)

Electronic submission of application may also be made to: [SNGMSshowChair@gmail.com](mailto:SNGMSshowChair@gmail.com)

Questions or comments?

Please email [SNGMSshowChair@gmail.com](mailto:SNGMSshowChair@gmail.com) or call Dale Bright at (206) 751-3311.

More details coming to [www.SNVGMS.org](http://www.SNVGMS.org).

Website/Social Media Online Marketing:

Please note on your application that we have asked for your social media handles and websites. It is our intent to help market you via social media. So, if you have a Facebook, Twitter handle, or Instagram account, please let us know how to find you. We'll "like" you, follow you, and hope that you will reciprocate as we spread the word about this terrific Las Vegas event.



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***Hold Harmless Agreement***

By acceptance of this application to participate in the Southern Nevada Gem and Mineral Society (SNGMS) Viva Las Vegas Rocks show, November 3, - November 5, 2023. The applicant, its officers, directors, agents, employees, representatives, and/or members agree to indemnify and hold harmless the Santa Fe Station Hotel and Casino and the SNGMS, as well as each entity agent, employee, and/or representatives, from and against any loss, a claim of loss, injury including but not limited to reasonable attorney’s fees and court costs claimed by or resulting from a third party or the applicant or any officer, director, agent, employee, representative of the applicant that arises out of, or is in any manner related to, any act or failure to act by the applicant, it’s officers, director, agent, employees, representatives, and/or members in connection with the applicant’s participation in this event.

I have read and clearly understand the information contained in this contract and the responsibilities accorded to me as a participating Vendor at the Viva Las Vegas Rocks 2023 show. I understand that I may cancel my application via email at [SNGMSshowChair@gmail.com](mailto:SNGMSshowChair@gmail.com).

In addition to what has been stated, I understand that this agreement, either expressed or implied, may not be changed, modified, released, discharged, abandoned, or otherwise terminated, in whole or part by me or any SNGMS representative except by an instrument in writing, signed by three (3) Executive Board Members of SNGMS.

The undersigned has read this agreement carefully, agrees to comply with the rules and regulations, and represents that he/she has the authority to execute this agreement on behalf of the party for whom he/she is signing.

\_\_\_\_\_  
 Print Applicant(s) Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant(s) Signature

\_\_\_\_\_  
 Organization/Business Name (if applicable)

AMOUNT PAID BY VENDOR \_\_\_\_\_

DATE \_\_\_\_\_



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## SNGMS Vendor Application

**BOOTHS ARE NOT RESERVED UNTIL APPLICATION AND PAYMENTS ARE RECEIVED AND PROCESSED.**

Company Name (if applicable):			
Contact Person:			
Phone:		Cell Phone:	
Address:			
City:		State/Zip:	
Email:		Website:	
Comments:			
Please describe your Product:			
<b>Pricing:</b>	<i>Booth Type</i>	<i># Requested</i>	<i>Total \$\$</i>
<u>Booth Size:</u>			
A     10x10 ft     \$400.00			
B     8x12 ft     \$400.00			
C     10x20 ft     \$800.00			
2 Tables, 2 chairs, tablecloths, table skirts use included in the price of 1 booth.			
One 110-volt line is available and provided. <b>Please indicate if you need power.</b>			0.00
Additional Tables are \$20.00 ea.- limited to 1 per 10x10 ft booth (good for all 3 days) 6 ft x 2.5 ft size		Additional tables	
Additional chairs no fee		-	
Additional chairs			
Method of Payment: ___ Check ___ Credit			
Pay with any credit card at our online Paypal, <a href="mailto:sngmstreasurer@gmail.com">sngmstreasurer@gmail.com</a>			
Total Show Rental Fees			
<u>Make Checks Payable to: Southern Nevada Gem &amp; Mineral Society (SNGMS) Please include payment with application.</u>			
Please provide the cleaning deposit as a separate check with your application. The original check will be returned if the space is clean and undamaged.		\$50.00	





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Booth number Request: \_\_\_\_\_ Vendor Name Tag: \_\_\_\_\_ 2nd Vendor Name Tag: \_\_\_\_\_

Space Assigned: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Power Requested: \_\_\_\_\_



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