



Southern Nevada Gem and Mineral Society /
Rocky Mountain Federation of Mineralogical Society
Annual Convention and Show 2022
June 17, 2022 to June 19, 2022



Vendor Contract

VENDOR TERMS AND CONDITIONS

PLEASE REVIEW THE ENTIRE CONTRACT CAREFULLY

1. Venue location: The Orleans Hotel and Casino (“Hotel”), 4500 West Tropicana Avenue, Las Vegas, NV, 89103
2. Room Reservations: Phone # 800 675-3267, Code: ASN2C06
3. **Materials: Booths must be gem and mineral related, including but not limited to rough, slabs, cabochons, lapidary equipment, books, handmade beadwork and gem or stone jewelry. Please provide a brief description of what you sell and 3 pictures of the types of product intended for sale. A photo of your normal show setup would be acceptable.**
4. **Vendor registration begins 09/01/2021 and ends 04/16/2022. SNGMS will determine Vendors acceptance and will notify Applicant within a week of receipt of your application. Payment must be secured 30 days prior to the event. Checks and Money Orders will be accepted, Credit Cards TBA.**
5. **NO SUBLEASING OF BOOTHS BY REGISTERED VENDORS**
6. **Packages to The Orleans Hotel is as follows:** All package/box deliveries to the Hotel must be addressed as follows:

The Orleans Hotel and Casino
ATTN: Catering Department
4500 W. Tropicana Ave Las Vegas, NV 89103
Attn: Southern Nevada Gem & Mineral Society, Inc. 2022 Expo, June 14, 2022
Your name

 - a. Shipments are to be sent no more than one (1) week prior to the event.
 - b. All packages/boxes received for your group (individual, attendees, or vendors) are subject to shipping/handling charges. For pricing, shipping and delivery information please contact The Orleans Business Center sales representative at 702-365-7040.
7. **Parking:** The Orleans offers free parking, both surface and garage. Valet parking is also free with gratuity at customer discretion. There will be RV parking spaces available, which are non-hook up spaces in a designated area of The Orleans Parking Lot. They can be used overnight, but generators use will be limited, and the rules of the Orleans must be followed. No cooking or tailgating outside of RV. No trash or refuse to be left in the parking lot. **Please note**, no vendors are to use RV’s for display, demonstration, or vending purposes. The Orleans Security may require notification to have RV parking in their lot.
8. **Booth set-up, June 16th – June 17th:**
 - a. We will have use of a loading dock to unload product. Vendor times will need to be scheduled in advance with SNGMS’ Vendor Coordinator. **If using the loading dock, a freight elevator is available if needed to take product to the 2nd floor where show is located. SNGMS will provide carts and an escort to the show floor. Escorts are not allowed to load or unload carts.**



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- b. Vendors will be allowed to hand carry in products if loading dock access is not required. There is an escalator and stairs to the 2nd floor exhibit. No carts or large products will be allowed to the hall in this manner. Please consider your load and what works best for your items.
- c. Booth load-in / set-up times:
- i. Loading Dock Access - Thursday, June 16, 2022 – 5:00 PM to 10:00 PM PST
 - ii. Booth set-up and access to vendor room – Thursday, June 16, 2022 – 5:00 PM to 11:45 PM PST
 - iii. Booths can be set up at 7:00 am on Friday June 17th, 2022, but the loading dock will most likely be unavailable due to Hotel Delivery Trucks. **It is highly recommend that you be set up on Thursday, June 16th, 2022, and if a few items will be needed the next day that can be brought up the escalators to the exhibit room.**
 - iv. **No oils, demonstrations with water or potentially hazard material is allowed in exhibit area. If there is a question in this matter, it must be discussed with a SNGMS representative for approval, and possibly with The Orleans.**
 - v. Absolutely no banners or any item into walls, no matter if it is tape, pins etc. or throughout The Orleans Property. No signs in The Orleans Hallways in the convention area, or The Orleans Public Area.
 - vi. Each Vendor will be required to donate one item for Raffles. Items should be representative of vendor's product.
- d. **All booths must be ready for business at 9:00 AM on Friday, June 17th when the event doors are opened.**
9. RMFMS Gem & Mineral Show Hours:
- a. Friday, June 17th, 2022 9:00 AM to 4:00 PM
 - b. Saturday, June 18th, 2022 9:00 AM to 4:00 PM
 - c. Sunday, June 19th, 2022 9:00 AM to 2:00 PM
 - d. On Saturday June 18th and Sunday, June 19th, 2022 the exhibit hall, be open for vendors at 8:00 am.
 - e. Vendors will be allowed two Vendor Badges per booth, which must be worn at all times, and cannot be handed off to other persons.
 - f. **There will be a charge at the entrance of the Exhibit Hall for attending guests. Price \$5.00 for adults, Children under 12 have free entry with adult. No unaccompanied minors under 17 will be allowed.**
10. Booth information:
- a. Due to recent Covid-19 events, all vendors will be required to adhere to local, state regulations in place during the event.
 - i. Additional rules and/or regulations could be in place by The Orleans Hotel, (referred to as The Hotel), or Local, State, and Federal Government.
 - b. Booths will be assigned on a first come basis determined by the post mark on your vendor application and your requests. Below is a list of the booth description, prices and quantity available. All booths will have 2 or more tables 2 chairs, trash can, tablecloths and table skirts for your tables. You may rent one extra 6' table for \$20.00 and additional chairs for \$2.00. Supply is limited so please order extra tables



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and chairs with your application. All booths will have one 110 electrical circuit. One additional booth may be requested on your application.

Pricing

	Qty	Tables	Price
A	1	2 - 6'	\$290.00
B	3	1 - 6' + 1 - 8'	\$330.00
C	52	2 - 8'	\$370.00
D	4	1 - 6' + 2 - 8'	\$450.00
*E	2	3 - 8'	\$530.00

*E booths are reserved for major Vendors

- c. Booths will be sectioned off by pipe and drape. **No booth extension or displays beyond booth size.**
- d. Product Displays
 - i. Vendor booths must be professional and neat in appearance.
- e. **Live demonstrations are encouraged but restricted.**
 - i. **Not allowed - No flame, heating elements, flint chipping or demonstrations that could cause injury to guests or vendors.**
 - ii. **Allowed - Crafts such as wire wrapping, beading, etc.**
 - iii. **Please let SNGMS know if you will be doing demonstrations for approval by SNGMS representative.**
- f. **No outside tables will be allowed.**
- g. Guns, knives, or weapons of any kind are not allowed on The Orleans Hotel or casino premises for any reason.
 - 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 display 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.**
- h. Food & Beverages: No food or beverages to be sold by vendors.
 - i. Food is available at the event in The Orleans food outlets.
 - ii. The Orleans prohibits food & beverage from outside sources brought into the Hotel or delivered to the Hotel.
 - iii. Coolers are allowed, which include bottled Water, Sodas, etc. No Alcoholic Beverages or Food will be allowed in the Exhibit area.



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- iv. A break room will be available across from the show hall. As this room is for several uses it may be closed for short times, a schedule will be posted.
 - i. Electricity:
 - i. Electricity will be provide, one circuit per vendor, which is included in the price of the booth. This is a 110-volt line. Vendors are to use only LED Lighting. No 220-volt lines are available.
 - j. Smoking or vaping is prohibited in the Convention Area and Various locations throughout The Orleans. There are designated smoking areas throughout the Casino areas.
 - k. Security:
 - i. Nighttime security is not provided by the Orleans nor will Security Guards be hired to watch Show Hall. The building will be secured, locked, by Orleans staff, Monitoring will take place by Hotel Cameras each night, as well as normal The Orleans security observation.
 - ii. Pets: No Pets are allowed in Vendors Booths. Service animals will follow The Orleans policies, and can be requested to SNGMS prior to event.
 - iii. Excessive Sound: No playing of radios, Musical Instruments, and/or mechanically reproduced sound is allowed.
 - iv. SNGMS and The Orleans reserves the right to remove any exhibitor and their display for violation of the rules and regulations with no refund of fees paid.
11. Booth tear down, Sunday, June 19th: After 2:00PM
- 12.
- a. Booth tear down and access to vendor room - 2:00 PM to 6:00 PM
 - b. We will have use of a loading dock to load product, times will need to be scheduled in advance with SNGMS' Vendor Coordinator.
 - c. Vendors will be allowed to hand carry / cart out product if loading dock access is not required.
 - d. SNGMS will provide wheeled carts and an escort to the loading dock. Escorts are not allowed to load or unload carts.
 - e. Sales tax will have to be paid on all retail sales. Sales Tax forms will be in your packet and will have be turned in to the accounting booth prior to the end of the show on Sunday.
13. **Cancellation Policy:** Cancellation of a booth will need to be made 60 days prior to the event (April 18, 2022) for full refund. Cancellations after the 60 days (April 18, 2022) will be accepted but all fees and costs of booth will be forfeited to SNGMS.



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Hold Harmless Agreement

By acceptance of this application to participate in the Southern Nevada Gem and Mineral Society, RMFMS Federation Gem and Mineral Show, June 16 through June 20th, 2022, the applicant, its officers, directors, agents, employees, representatives and/or members agree to indemnify and hold harmless The Orleans Hotel and Casino and/or the SNGMS, as well as each entity agent, employee, and/or representatives, from and against any loss, claim of loss, injury including but not limited to personal injury, damage including but not limited to property damage, liability or other expense 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, its 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 Rocky Mountain Federation/SNGMS Gem & Mineral show. I understand that I may cancel my application via email at 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 representatives 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 _____



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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:				
Pricing	Method of Payment	Booth Type	Number requested	Total \$
<u>A 1 2 – 6'</u>	<u>\$290.00</u>			
<u>B 3 1 – 6' + 1 – 8'</u>	<u>\$330.00</u>			
<u>C 54 2 – 8'</u>	<u>\$370.00</u>			
<u>D 4 1 – 6' + 2- 8'</u>	<u>\$450.00</u>			
One 110 volt line, Tables, 2 chairs, tablecloths, table skirts included in price of booth.				
Additional Tables (\$20.00) one only per booth Additional chairs (\$2.00) ea.		Additional tables Additional Chairs		
Total Show Rental Fees				
Cleaning Deposit at Vendor Check in: Please provide the cleaning deposit as a separate check. The original check will be returned after the show if the space is clean and undamaged.		\$50.00	1	

Check Payment: Southern Nevada Gem & Mineral Society (SNGMS), 3111 S. Valley View Blvd, E-125, Las Vegas, Nevada, 89102