



Power of the Purse Vendor Guidelines

The Nevada Women's Fund and Power of the Purse:

Since 1982 the Nevada Women's Fund has championed the needs of women and children in northern Nevada, helping them to reach their full potential. NWF does this through educational scholarships to individual women and grant funding to local non-profit organizations that share the NWF mission. The NWF Board of Directors is comprised of local women leaders in our community who share our vision of a bright world for Nevada's women and families.

The Nevada Women's Fund's **Power of the Purse** is a festive event featuring holiday shopping, raffle opportunities and food and beverages. All proceeds from the event support the Nevada Women's Fund's mission to strengthen the community by empowering women to improve their lives and those of their families. NWF accomplishes this by providing education scholarship support to individual women, and grant funding to local community non-profit organizations that provide needed services to women and families.

Guidelines:

Local vendors and artists are invited to support the Nevada Women's Fund through product and merchandise sales at the event. To provide the best possible vendor and guest experience, the following guidelines and expectations have been established. **All vendors and products are subject to approval and acceptance by the Power of the Purse event planning committee.**

• **Application process:**

- Vendor will submit an application to the Nevada Women's Fund not later than **4:30 p.m. on requested date**. Applications may be faxed, emailed or hand-delivered to the NWF office.
- Application will include information about merchandise categories and product description to be sold at the event.
- To be considered for event entry, vendor **must** provide with the application:
 - Two (2) color photos (JPEG files) of your merchandise
 - One (1) color photo of product display.
- NWF Power of the Purse planning committee will convene a jury to review all vendor applications.
- As part of the jury process NWF will:
 - Limit the number of vendors in each merchandise category in order to provide an appropriate mix of products and price points.
 - Look for uniqueness of product/merchandise.
 - Look for a range of prices in each merchandise category
 - Consider quality of vendor display.
- Vendors will be notified of acceptance not later than **September 20th**.

- **When notified of acceptance, Vendor agrees to:**
 - Participate in the entirety of the event.
 - Load-in all merchandise between specified hours (load-in schedule will be determined in advance with NWF).
 - Load-out all materials and merchandise no earlier than 9:00 pm and completed by 11:00 pm.
 - Provide lighting for booth merchandise including extension cords (ballroom lights will be dimmed)
 - Provide enough merchandise to meet public demand throughout the event.
 - A minimum of 2 staff per booth (meals & beverage not included) and will commit to fee for additional staff (see below fee schedule).
 - Arrange space so as not to interfere or obstruct the view of other vendors.
 - Maintain the assigned space in a clean and orderly fashion.
 - Be responsible for all monetary and customer transactions.
 - Take home 100% of revenue.
 - **Be responsible for filing and paying Nevada sales tax with the Nevada Department of Taxation (Tel: 866-962-3707). Vendors will be required to sign a tax form on the night of the event.**
 - Abide by all local, state and federal codes, regulations and statutes.
 - The risk of loss, damage, and theft of vendor's merchandise shall be borne by the vendor and each vendor shall be solely responsible to obtain insurance against such loss.
 - **REQUIRED**—If you provide food samples contact Washoe County Health Dept. for permit. (Tel: 775-328-2400)
 - In addition to NWF promoting the event, vendors are asked to promote the event to their customers through their own communication channels.
 - Vendors must make arrangements to have someone in the booth for the entirety of the event (5:00 9:00 pm) and may not end sales prior to the conclusion of the event.
 - Vendors who do not follow event guidelines will not be invited to future Power of the Purse events.
- **NWF agrees to:**
 - An approximate 10' x 10' booth space for vendor to display and sell product.
 - Up to two (2) tables per booth with black cloths and skirting
 - No more than 2 chairs per booth
 - Electricity supply at booth (optional and only if requested in advance of event)
 - 2 staff passes for entrance to the event (meal & beverages not included)
 - Promotional event marketing
- **Fees:**
 - \$200 Per booth fee
 - \$15 One-time vendor permit (only required if vendor does not have a current City of Reno bus. License)
 - \$20 Cost of meal for each booth staff (optional limited to 2 staff per booth; does not include beverage)
 - \$40 For each additional staff (includes food & beverage)
 - \$20 Electricity supply per booth (optional)

Applications are due by the specified date on the application.

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