



Pacific Exchange Productions

Heiva i Reno

July 31st - August 1st 2020

Vendor Guidelines

Arts & Craft Vendors with merchandise representative of Polynesia are welcome to apply for booth space for *Heiva i Reno 2020* to be held at **Nugget Casino Resort** in beautiful Sparks, Nevada. Donation of gifts for winners are welcome and appreciated.

**All participants and vendors are required to stay at the Heiva i Reno host hotel ~
Nugget Casino Resort**

Nugget Casino Resort is offering the following Special room rates for *Heiva i Reno 2020* in the Premier East Tower. Group block cutoff date is **July 3rd, 2020**

\$65/nite Sunday thru Thursday

\$85/nite Friday & Saturday

Rate quoted above is for single or double occupancy, plus thirteen and one-half percent (13.5%) Washoe County Room Tax. Triple and Quad occupancy rates are \$10.00 per person over the quoted rate. All paid occupied rooms are subject to a \$2 per room/per day tourism surcharge (subject to change without notice)

\$12.50 per room night resort fee includes:

- Daily complimentary wireless Internet in guest room
- Daily complimentary bottled water, two bottles per day
- Round-trip shuttle transportation to and from Reno-Tahoe International Airport
- Unlimited use of the year-round Atrium Pool
- Unlimited use of the Fitness Center
- Full service concierge

For room reservations call toll-free **1-800 648-1177** and request the special rates under "**GHEIVA9**" or book on-line: <http://bookings.ihotelier.com/bookings.jsp?groupID=2093317&hotelID=96145>

Booth Space Fees / Deadline Dates: July 1st, 2020

Online Vendor Application Fee: **\$300** per space (10x10)

All applications are processed online with ShOvation

Go to: <https://tickets.shovation.com/eventperformances.asp?evt=595>

(1) Table and (2) chairs will be provided. Canopy or tent to be provided by vendor and cannot exceed 10'x10' per space. Electricity must be requested in advance by submitting email to heivaireno@yahoo.com

Booth space will be assigned by Pacific Exchange Productions. Email confirmation will be sent once online payment processed. Vendor space cannot be changed at any time before and/or during event without knowledge of Vendor Coordinator

Security Deposit A \$100 security deposit will be charged with online application. Vendors will receive security deposit refund within 15 days after event once it has been determined assigned area is left in same condition as when first checked-in. Area will be inspected by **Heiva i Reno** Vendor Coordinator and Nugget Casino Resort and Marnell Gaming to determine refund of security deposit.

No Harm Waiver Vendors are required to agree to "No Harm Waiver" at time of submitting online application. "No Harm Waiver" releases Pacific Exchange Productions, Hula Hālau 'O Nalua & 'Ote'a 'Api, and Nugget Casino Resort and Marnell Gaming responsible for loss or damage to personal property or bodily harm or injury to any member of their Pupu Ori during this event.

Permits and Licenses

License fee to operate business in the City of Sparks at **Heiva i Reno 2020** is included in booth space fee.

Pacific Exchange Productions is required by law to provide a list of vendors to the City of Sparks.

All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed