



2026 Sierra Nevada Lavender & Honey Festival VENDOR REQUIREMENTS, RULES & REGULATIONS

Sunday, July 12, 2026, 9am – 4pm

VENDOR REQUIREMENTS

- All applications will be reviewed and juried by the Festival Committee for quality of product and appropriateness to the event. Applicant will be notified upon approval.
- Vendor must submit a completed, signed Vendor Application, Hold Harmless/Indemnification Agreement and City of Reno Vendor Agreement.
- Proof of product liability insurance is required, minimum of \$1,000,000 for all vendors, with Sierra Nevada Lavender & Honey Festival listed as additional insured.
- Sierra Nevada Lavender & Honey Festival reserves the right to accept or reject any application.

LAVENDER, HONEY AND OTHER AGRICULTURAL PRODUCERS

Vendor must grow or produce the product that they sell and provide proof from a state certifying agency.

ARTISAN

- All items must be created, sewn, constructed, or otherwise handcrafted from component materials by the applicant. The component materials must be sufficiently modified from their original state to demonstrate fine craftsmanship. Photographs or samples may be required.
- Resale items are prohibited.
- City of Reno Business License is required. A temporary license for \$20 is required if you do not have a Reno license. An additional \$20 administrative fee will be assessed to temporary-license vendors who do not pay for the license at time of booth fee payment.

FOOD – PACKAGED OR PREPARED ON-SITE

- Resale items may not be allowed.
- City of Reno Business License is required. If you do not have a business license, a temporary license for packaged food is \$20; cost for prepared on-site food to be determined. An additional \$20 administrative fee will be assessed to temporary-license vendors who do not pay for the license at time of booth fee payment.
- Washoe County Health Permit is required for all food prepared on site, cost to be determined.
- Washoe County Sampling Permit is required for vendors who are sampling product.

NONPROFIT

Proof of 501 (c)3 nonprofit status is required.

No sales are permitted. Organizational information only is allowed at the booth.

RULES & REGULATIONS

All vendors are required to have a canopy and professional sign or banner. Vendors requiring a different setup must contact the event manager for approval.

SETUP/BREAKDOWN

- A site map, booth assignment and set-up time will be emailed 2-4 days prior to the event.
- Setup begins at 5:30am and must be completed by 8:30am. Canopy must be securely tied down with a minimum of 25-pound weights on all four corners. **This is required by the City of Reno.**
- Except for food trucks, no vehicles will be allowed to enter the event after 8am. Late arrivals must park in a designated vendor area and bring equipment and product in with a hand truck.
- Vendors are NOT ALLOWED to breakdown and leave the event from 9:00am-4:15pm., regardless of circumstances, e.g., broken equipment, sold-out product. Vendor may be fined \$250 for infraction of this rule (*to be paid before being invited to future events*). By signing this agreement, vendor acknowledges and agrees to pay the penalty.
- Breakdown starts at 4pm. Vendors must leave the area cleaned by 5:30pm.

- In addition to the listed rules, vendor agrees to abide by City of Reno Vendor Instructions & Agreement.

VENDOR OFFLOADING/EXIT POLICY (effective June 2023)

Vendors who disregard the policies listed below may receive a \$250 noncompliance fee (to be paid before being invited to future events). Staff and volunteers will document and report incidents to festival management.

1. **Set-up**—Offload all items and remove your vehicle from the site BEFORE you set up your canopy or display.
2. **Breakdown**—Vehicles may not re-enter the event before 4:15pm, and only *after* you have broken down your canopy, packed all your items, and removed your trash.
3. **Conduct**—Rudeness and disrespect to volunteers and staff will not be tolerated and may result in permanent exclusion as a vendor. Please listen and follow instructions, which have been directed from event management.

ELECTRICITY

- Electricity is not available for vendors at Idlewild Park.
- Generators must be quiet and must be approved by event management.
- Vendors may not plug into City of Reno electrical outlets, without prior authorization. Vendor may be fined \$250 for infraction of this rule (*to be paid before being invited to future events*). By signing this agreement, vendor acknowledges and agrees to pay the penalty.

TRASH

- Vendors are responsible for removing their trash. Dumpsters are available, and trash must be placed INSIDE the dumpsters. Do NOT leave trash *outside* the dumpsters.
- Do not dump your trash into City of Reno trash cans.
- No liquids (gray water, ice water, etc.) may be dumped in flower beds or down storm drains.
- Vendor may be fined \$250 for infraction of these rules (*to be paid before being invited to future events*). By signing this agreement, vendor acknowledges and agrees to pay the penalty.

SMOKING & PETS

Smoking and pets are not allowed in or around your booth.

SERVING & SAMPLING FOOD

Food is to be served and sampled from your booth only. Sampling requires a Washoe County Health Department Sampling Permit. If serving samples, you must provide your own hand washing station.

DAMAGES

The Sierra Nevada Lavender & Honey Festival (SNLHF) is not responsible or held liable for damages caused by vendors. Vendors are fully liable for all monetary and other damages that may occur. SNLHF is not responsible or held liable for the loss, damage, or theft of vehicles, equipment or personal property.

CANCELATIONS

All cancellations must be submitted by email to the event manager: Ann Louhela, lavenderandhoneyfest@gmail.com.

All fees are non-refundable.

QUESTIONS?

Event manager	Ann Louhela, lavenderandhoneyfest@gmail.com , 775-250-1339
Nevada Dept. of Taxation	1-866-962-3707
Washoe County Health Dept.	775-328-2434