



**BURNING MAN VENDORS
TEMPORARY SALES OR SERVICES
LICENSE APPLICATION**

WASHOE COUNTY BUSINESS LICENSES
1001 EAST 9TH STREET, BUILDING A
RENO, NEVADA 89512

(775) 328-3733

www.washoecounty.us

BURNING MAN VENDORS
Temporary Sales or Services License
GENERAL PROCEDURES

Vendors shall not set up nor sell/provide services or products until the license application is approved and issued.

1. **APPLICATION.** Complete the form in ink. This application is for vendors providing temporary sales or services that set up at or near Empire and Gerlach during the Burning Man event ONLY.
2. **APPLICATION DEADLINE AND CONTENT.** All applications must be submitted at least **60 days** in advance of the first day of sales or services from the proposed location. The application must be complete and include all requested information to the best knowledge of the applicant. All attachments as outlined in this application must be included. Incomplete applications will be returned, and untimely return of the application with the required/requested information may jeopardize license review and approval.
3. **PROPERTY OWNER APPROVAL.** All applications must include a completed and notarized *Affidavit of Property Ownership and/or Permission to Conduct Event* (attached) form giving permission to set up and provide temporary sales/services on their property.
4. **APPLICATION REQUIREMENTS.** Burning Man temporary sales or services licenses are valid for a maximum of 31 days in a calendar year. Specific dates and times when the vendor's site will be open for sales or services must be included as part of the application. You **MUST** provide a **site plan** as part of this application. All site plans must be drawn to scale, include property boundaries, and depict adjacent roads providing access to the property. The site plan is required for the reviewing public agencies to determine that the site layout, to include vendor set-up locations, comply with County regulations and policies. A *sample* site plan is included as Exhibit A to this application (see the last page of the application). The site plan must contain the following items:
 - The location of any existing structures on the property.
 - Set-up locations for **each** vendor on the site to include tents, tables, catering trucks, dumpsters, sign and any other items related to the temporary sales or services.
 - Any tents, tables, and/or booths must be clearly depicted on the site plan in the area/areas where they will be located.
 - All vendor set-up locations must be no closer than 20 feet from the fog line, or edge of pavement when no fog line is present, from any public street or public road in Gerlach.
 - There shall be no vendor set-up, nor any other items related to the temporary sales or services, located within any public right of way. It is the applicant's responsibility to contact either the Nevada Department of Transportation [(775) 834-8330] or the Washoe County Roads Division [(775) 328-2180] to determine public right of way boundaries. Main Street in Gerlach and State Highway 447 in Empire are public rights of way.
 - Anticipated number of customers per hour or per day to the property or properties on which vendors are set up.
 - Proposed designated parking areas sufficient to provide parking for vendors and the anticipated number of customers. Designated vendor parking at each vendor's set-up location must be included. Parking on the side of any public road or public right of way is **not** an option for any designated parking area.
 - Proposed designated "no parking" areas.
 - Traffic and parking routing plan to include signage, entrances and exits. The routing plan is part of the site plan and must provide for clearly marked entrances and exits to each designated parking area, and allow for traffic flow into and out of the parking areas.
5. **VENDOR SET-UP LOCATION RESTRICTIONS.** The following restrictions apply to all vendor set-up locations. Failure to adhere to these restrictions, and to any conditions imposed on the issued temporary sales or services license, may result in action by Washoe County to revoke or suspend the license (to include emergency suspension or revocation following the provisions of WCC Code Section 25.0387).
 - All vendor set-up locations must be no closer than 20 feet from the fog line, or edge of pavement when no fog line is present, from any public street or public road in Gerlach.
 - There shall be no vendor set-up, nor any other items related to the temporary sales or services, located within any public right of way.

- Vendor set-up locations must not cause a public nuisance or interfere with public traffic, to include pedestrian traffic.
6. **FEES.** The license fee for a temporary sales or services license is \$65.00. An additional fee will be added for the appropriate number of vendor booths (see table below). Each separate vendor set-up location is a separate booth for purposes of fee calculations. If intoxicating liquor is proposed to be served, a separate temporary intoxicating liquor license application is required. The temporary intoxicating liquor license fee is \$125.00. The temporary intoxicating liquor license will not be issued until after the approval and issuance of the temporary sales or services license.

VENDOR BOOTH FEES			
1-4 booths	\$ 25	50-59 booths	\$ 300
5-9 booths	\$ 50	60-69 booths	\$ 350
10-19 booths	\$ 100	70-79 booths	\$ 400
20-29 booths	\$ 150	80-89 booths	\$ 450
30-39 booths	\$ 200	90-100 booths	\$ 500
40-49 booths	\$ 250	More than 100 booths	\$ 500 plus \$5 for each booth in excess of 100

7. **APPROVALS AND AGENCY SIGN-OFFS.** The application will be sent to several public agencies for their review and approval. This approval will be recorded by the agency on a sign-off list provided to the applicant. These agencies will contact you separately if more information or changes to the application are required. Untimely return of the information or changes to the application may jeopardize license review and approval. Any food vendors, solid waste disposal, and sanitation needs will require separate permits from the Washoe County Health District (775-328-2434). If any reviewing public agencies have any additional application or permit fees, they will so inform you.
8. **CONDITIONS OF APPROVAL.** One or more of the reviewing public agencies may recommend conditions be attached to the temporary sales or services license. Washoe County Business License will determine which conditions are attached to the license, and issue the license with those conditions. All conditions must be met to the satisfaction of the imposing public agency, and it is the applicant's responsibility to contact the agency for condition compliance. Failure to comply with any pre-event conditions may cause Washoe County to not issue the temporary sales or services license. Failure to comply with during-event conditions may cause Washoe County to take appropriate measures to revoke or suspend the license. Failure to comply with post-event conditions may cause Washoe County to impose more stringent conditions on, or potentially jeopardize the approval of, future temporary sales or services license applications.
9. **ISSUANCE OF LICENSE.** The temporary sales or services license will be issued after all fees have been paid and all necessary approvals, with or without recommended conditions, have been received from reviewing public agencies. The temporary sales or services license receipt demonstrates proof of payment and acts as the temporary sales or service license, if the applicant does not receive the printed Washoe County temporary sales or services license. The license will be sent to the applicant by Email as an attached file. If an Email address is not provided in the application, the license will be sent through U.S. Postal Mail to the applicant's mailing address. **The license or receipt must be displayed prominently at the vendor's site and must be available for inspection.** The license is valid only for the temporary sales or services as contained in this application and approved/issued by Washoe County Business License, and not for any other event or location.

All applications must be signed and dated below by the applicant. By signature, the applicant attests an understanding of the application submittal requirements as contained in the General Procedures; acknowledges and will follow the vendor set-up location restrictions; understands that conditions may be attached to the temporary sales or services license and will comply with all imposed conditions; and, will not set up nor sell/provide services or products until the temporary sales or services license is approved and issued.

_____ (signature)

_____ (printed name)

Date: _____

**TEMPORARY SALES OR SERVICE LICENSE APPLICATION
FOR BURNING MAN VENDORS**

Application date: _____

Applicant Information

Applicant's name: _____

Business name: _____

Mailing address: _____

Street or PO Box City State Zip code

Home phone: _____ Cell phone: _____ Email: _____

Sales and Services Information

Proposed Date(s) of Sales and/or Services: _____

Hours of operation: _____

Physical addresses of event to include parking areas: _____

Assessor Parcel Number(s): _____

Property owner(s) and owner's mailing address of vendor's sites:

Name Street or PO Box City State Zip code

Name Street or PO Box City State Zip code

Description of items being sold or services provided: _____

Parking, Traffic Flow and Sanitation Facilities

Description of parking arrangements, to include traffic flow and control measures, into and out of the property or properties on which vendors are set up.: _____

Description of arrangement for sanitation facilities, to include porta-potties and hand washing stations, for vendors and the public. **The applicant may be required to provide adequate sanitation facilities based on a review of your application.** It is the applicant's responsibility to contact the Environmental Health Services Division of the Washoe County Health District to determine appropriate sanitation facilities to support the vending activities.

Sales and Vendor Information

Will food and/or beverages be served? Yes No
 (All food and beverage vendors must have the appropriate Washoe County Health District permits)

Will alcoholic (intoxicating liquor) beverages be served? Yes No
 (All intoxicating liquor vendors must be individually licensed with Washoe County Business License)

Will non-food items (such as t-shirts, posters) be sold? Yes No

Will vendors be at your event? Yes No
 (if Yes, list all vendors separately below)

Vendor List

(attach additional sheets if needed)

All food and beverage vendors must have an appropriate permit from Washoe County Health District

Name of Vendor

Type of product sold or service provided

**BURNING MAN VENDORS
Temporary Sales or Services License
AFFIDAVIT OF PROPERTY OWNERSHIP
and/or PERMISSION TO CONDUCT EVENT**

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

I, _____ being duly sworn, depose, and say that I am an owner* of property involved in this temporary sales or services license application and I do hereby:

(check appropriate box)

Affirm that I am an applicant for the proposed temporary sales or services license application and also own the property or properties on which the sales or services will be conducted;

OR

Affirm that I give permission to the applicants for the proposed temporary sales or services license to conduct the sales and services on the following property or properties which I own:

Assessor Parcel Number(s): _____

Physical Address: _____

Signed _____

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public in and for said county and state

My commission expires: _____

*Owner refers to the following. Please mark the appropriate box.

- OWNER/JOINT OWNER
- CORPORATE OFFICER/PARTNER
- POWER OF ATTORNEY (Provide copy of Power of Attorney)
- AGENT (Attach notarized letter from property owner giving legal authority to agent)
- LETTER FROM GOVERNMENT AGENCY WITH STEWARDSHIP

EXHIBIT A
Sample Site Plan
 Temporary Sales or Service license Application
 for Burning Man Vendors

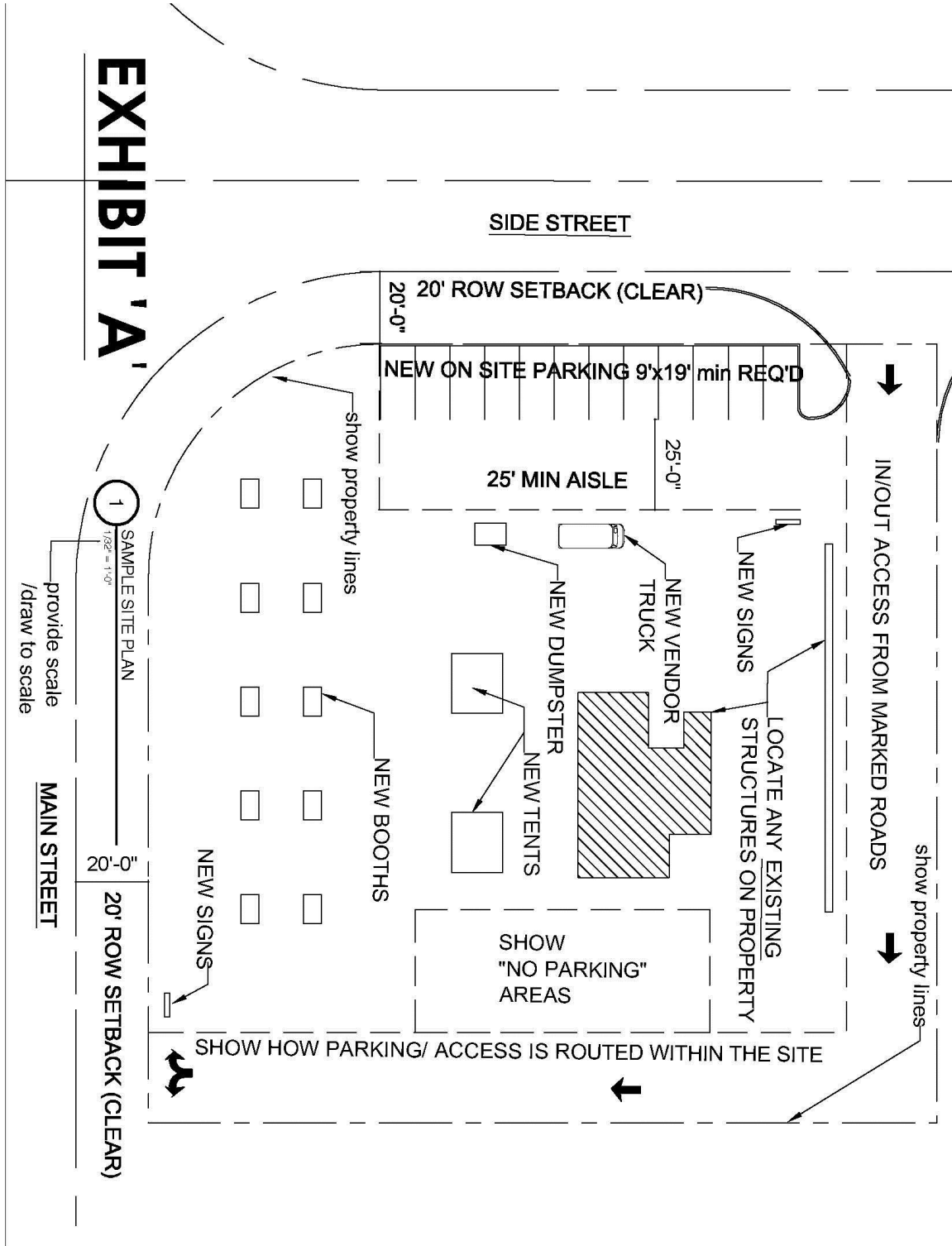


EXHIBIT 'A'

1 SAMPLE SITE PLAN
 1/32" = 1'-0"

provide scale
 /draw to scale

20'-0"
 MAIN STREET

20' ROW SETBACK (CLEAR)