



## VENDOR APPLICATION

Mark your calendars for this much anticipated, family-friendly event; an annual celebration that infuses the heart of downtown with the holiday spirit! This year's theme? *Candy Cane Lane*! Includes food, shopping, cocoa, vendors and a special *Stocking Stuffer Stroll*, where the smallest attendees will be able to collect small gifts from local businesses. Santa will be sure to put in his appearance as well.

As the sun sets on the Snowflake Festival, get ready for the enchanting Parade of Lights – a festive parade filled with floats by area businesses all competing for the coveted Championship for Best Float.

**Event Date and Times:** December 13, 2025, from Noon to 5 PM \**Parade of Lights at 5:30 PM*

**Fee:** \$50 \**If you do not have an Elko City Business License an additional fee of \$35 will be applied.* Your Vendor Application must be accompanied by full payment to fully reserve your space.

**Vendor Set-Up/Breakdown:** Vendors may set up on Saturday, December 13, 2025, from 8 AM to 11:30 AM, with breakdown at 5 PM.

**Tents:** Individual and/or branded tents will not be permitted. There will be a decorated tent already set up for your use.

**Tables:** Please feel free to bring your own tables. If you need a table, the Elko Area Chamber is happy to provide 8 ft. tables for an additional \$10 each. Please mark if you need a table and how many, below:

Please indicate if you will require a table: YES ☐ NO ☐

Number of Tables (\$10 per table) \_\_\_\_\_

**Electricity:** No electricity will be provided to vendors.

**Cancellation:** Notice must be given to the Chamber no later than three weeks prior to the event. (*Deadline is November 21, 2025*) If we can resell your space, a full refund will be given to you. No refunds will be given after the November 21<sup>st</sup> deadline.

**Release of Liability:** The undersigned Vendor accepts full responsibility for any damage resulting from their presence on City of Elko Property. The undersigned Vendor further accepts full responsibility for any damage to mobile units or property left on City of Elko premises before, during, or after the above dates, and agrees it will hold the Elko Area Chamber and the City of Elko harmless of, from, and against all claims, actions, damages, loss, cost, liabilities, expenses, and judgments recovered from or asserted against the Elko Area Chamber and the City of Elko as a result of injury or damage to person or property.

**For More Information. Contact the Elko Area Chamber at 775-738-7135 or [events@elkonevada.com](mailto:events@elkonevada.com).**



## Vendor Information Form

Please complete all fields to register as a vendor.

### Vendor Details

|                                 |  |
|---------------------------------|--|
| <b>Company Name</b>             |  |
| <b>Contact Person</b>           |  |
| <b>Business Mailing Address</b> |  |
| <b>Phone Number</b>             |  |
| <b>Email Address</b>            |  |
| <b>Website (if applicable)</b>  |  |

### Business Details

|                                          |  |
|------------------------------------------|--|
| <b>Type of Products/Services Offered</b> |  |
| <b>SUT # (Sales and Use Tax)</b>         |  |
| <b>City of Elko Business License</b>     |  |

### Payment Information:

Payment **MUST** accompany this Form for you to be reserved. Cash or check accepted, with checks made out to *Elko Area Chamber*. If using a Card, please fill out the following, or call 775-738-7135:

|                        |  |
|------------------------|--|
| <b>Card Number</b>     |  |
| <b>Expiration Date</b> |  |
| <b>Security #/CVV</b>  |  |
| <b>Zip Code</b>        |  |

### Certification and Agreement

I certify that the information provided is accurate and complete. I agree to the Elko Area Chamber's vendor terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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