

**VENDOR APPLICATION**  
**COOKHOUSE CRAFT FAIR AND MARKET**  
**June 22, 2024**  
**10:00 AM - 4:00 PM**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ E-MAIL \_\_\_\_\_

CRAFT MEDIUM or PRODUCT TO BE Sold \_\_\_\_\_

WEBSITE or ETSY? \_\_\_\_\_

**COST: \$40 PER SPACE      \$10 charge for each additional vendor(s) in that space.**

Vendor applications are available at the museum or can be emailed or texted to you.  
Call or email the museum: [775-635-8548](tel:775-635-8548) or [2012cookhousemuseum@gmail.com](mailto:2012cookhousemuseum@gmail.com)

**Deadline for application: Friday, May 31<sup>st</sup>**

**\*Please be advised\***

- **All vendors please bring your EIN and/or Social Security number. You are required by Nevada Tax to complete and return the provided “One Time Event Tax Form” along with remittance owed at the end of the Craft Fair.**
- **Vendor meeting at 9:15am on Saturday.**

**Donations:** Please donate a small item for our raffle. We greatly appreciate your support and generosity as we are trying to raise funds for an addition to the museum.

Please send your vendor reservation and check payable to:

LANDER COUNTY HISTORICAL SOCIETY  
P.O. BOX 663  
BATTLE MOUNTAIN, NV 89820

**Or** drop off at the Cookhouse Museum, 905 Burns Street, Battle Mountain, NV.

For questions or concerns please contact: Lois Erquiaga 775 374-0947, Glenda Jordan 415 312-0045, or Lori Price 775-374-0449.

### **Booth Spaces:**

All spaces are outside on the museum grounds. Outdoor spaces are 10' x 10'. Please bring your own tables and chairs. Canopies are recommended. Outdoor restrooms will be available. Since it can be very windy, vendors must be responsible for anchoring their canopies. Booths are to be maintained from 10:00am - 4:00pm. Please do not pack up until the show ends.

### **Vendor Set-up:**

Vendors may set up Saturday 8:00am– 9:30am. All vendor vehicles need to be parked in the fenced area behind the museum after you have unloaded. Saturday at 9:15, there will be a short vendor meeting inside the museum.

### **Vendor Cancellations:**

Please notify us if you cannot make the show or are running late. It allows us to substitute another vendor into your vacant spot.

### **Nevada Sales Tax:**

The Cookhouse Museum is required to collect your Nevada sales tax at the end of the show. Lander County Sales Tax is **7.1%**.

Each exhibitor will be issued a tax packet at the time of check-in. Each exhibitor is **REQUIRED** to complete Parts 1 and 2 (Department and Promoter copies) with a **CHECK** made out to the **NEVADA DEPARTMENT OF TAXATION**, for the amount of sales tax to be paid. You **must** take your form and check to the museum office by 4:00pm.

### **Contacts:**

Lois Erquiaga 775-374-0947 or [erquiaga2001@gmail.com](mailto:erquiaga2001@gmail.com)

Lori Price 775-374-0449 or [2012cookhousemuseum@gmail.com](mailto:2012cookhousemuseum@gmail.com)

Cookhouse Museum 775-635-8548