



# Run-A-Mucca Motorcycle Rally Vendor Check List

After you have submitted your application and receive your contract, please complete the following check list as soon as possible.

- Double check the booth size on your contract and make certain you can fit within the listed space. Vendors who use more than this space will be charged the appropriate fees and depending on the impact to available space may be moved at the committee's discretion.
- Food and or Alcohol Vendor: Proof of Insurance.  
See "Insurance" on the back of your contract for instructions
- All Vendors, sign your contract and return one copy with your deposit for the amount listed by April 1, 2012.
- All Vendors, send the balance due by April 30, 2012.
- Check in with event staff when you arrive.  
See "Exhibit Move-in" on the back of your contract.
- Immediately after the Rally, fill out your temporary sales tax form (delivered by event staff during the Rally) and send it to the Nevada Department of Taxation. (This is necessary even if you have no sales or file a Nevada Sales Tax Form on a Quarterly basis.)
- Food and or Alcohol Vendor: Nevada State Health Division Temporary Food Booth Application. Download the form from our website at [www.runamucca.com](http://www.runamucca.com). The sooner you do this, the better for all concerned.
- Food and or Alcohol Vendor: Contact our local Nevada State Health office at 775-623-6588. **This is necessary even if you have an all-county permit.**
- Vehicle Vendors: Visit your local DMV or download the "Application for Temporary Location License" form, also known as "ds-261" at <http://www.dmvnv.com/olbl.htm>, fill it out, and mail it to Run-A-Mucca at 50 W Winnemucca Blvd. Winnemucca, NV 89445. We will have it signed by the applicable officials and return it to you. Then, just submit it to your local DMV. You can also find the form on our site at [www.runamucca.com](http://www.runamucca.com). Please call us before sending after April 30, 2012.

Thanks for your support and cooperation. Following these steps will make everything run as smoothly as possible.