



Ely Renaissance Faire & Pumpkin Festival
Vendor Information
Oct. 16 & 17, 2026, Broadbent Park, Ely, NV



[facebook.com/ElyRenFaire](https://www.facebook.com/ElyRenFaire)

[facebook.com/ElyLionsClub](https://www.facebook.com/ElyLionsClub)

Huzzah and well met! We are glad to invite you as a vendor/exhibitor to the Ely Renaissance Faire and Pumpkin Festival. Due to everyone's assistance and participation, our event has grown to be one of the largest events in the region. In 2025, we had approximately 40 vendors/exhibitors participate in our event, with an estimated attendance of an amazing 2,800 people. We will be holding the event on October 16 & 17, 2026 at Broadbent Park (500 Block of Mill Street), in Ely, Nevada.

We have created this packet to ease your participation with the event. Renaissance décor, costuming, exhibits and wares are all encouraged but not required. Due to the constraints of the park, power cannot be provided.

Vendor Forms/Application: for 2026, we are experimenting with an online vendor application. The link can be accessed via the QR code to the right, or at the following URL:

<https://forms.gle/9T2ECAkAqpw5f32T8>

The vendor form must be completed, as it helps us keep track of our layout needs. Vendor space and approval is done on a first come first serve basis. Without this form, you may not be approved to participate in the event. If you currently lack a NV Tax ID, please complete and return the form anyway. You must have a Tax ID number prior to the event, in order to sell anything, but we would like to get your form as soon as possible.



Set Up & Tear Down: The event will run from 2:00 p.m. to 6:00 p.m., on October 16, 2026 and from 10:00 a.m., to 4:00 p.m., on October 17, 2026. You are not required to attend both days and may attend Friday, Saturday or both, depending on your convenience. On October 16, 2026, set up will start by 9:00 a.m. and vehicles will need to be out of the park by 1:00 p.m. On October 17, 2026, set up will start by 8:00 a.m., and vehicles will need to be removed from the park by 9:00 a.m. It may be necessary to extend the hours of the

event, based upon participation. We will let you know of any extension prior to the event. Vendors/exhibitors are encouraged to remain through the event, but are not required to. Vehicles, however, will not be allowed in the park until the event has ended and it is deemed safe, by the Ely Lions.

Appropriate Wares & Exhibits: Please be aware this is a family friendly event, attended by children. As a result, all exhibits and wares must be family friendly and appropriate for children. If the Ely Lions deem any wares inappropriate, you may be asked to remove the wares or to leave the event. When in doubt, seek approval early.

Vendor Spaces: We divide up our vendor area into 10'x10' spaces. If more space is needed, please let us know as soon as possible. We will attempt to make arrangements, but can make no guarantees. Spaces will be assigned roughly on an order of arrival at the discretion of the Ely Lions. In addition, participants join and drop out at the last minute, leaving our layout in flux, until the day of the event. As such, we cannot guarantee any specific location for your space.

Changes and Updates: while we endeavor to be consistent and provide the most accurate guide, the Faire is a constantly changing event. As a result, the Ely Lions reserve the right to make changes to this packet and guidelines for any reason at any time, without prior notice.

Food & Drink: Food and drink vendors are welcome. No alcohol may be sold. Food and drink vendors must obtain all necessary health permits. Food trucks cannot be parked on the grass and must be placed on gravel area on the periphery of the park. Food trucks must also advise of any space requirements at the time of application. Information regarding temporary food permits may be obtained by scanning the QR code to the right or at the following URL:

<https://nvdpbh.aithent.com/login.aspx>



Sales Tax: Sales tax must be collected by any non-exempt vendor. Any vendor/exhibitor must complete a tax form, in triplicate and return said form to the Ely Lions Club. This form will be provided to you at the beginning of the event. It must be returned at the end of the event. Exempt vendors must complete and return the form, indicating their exemption. All applicable sales tax must be either: (1) remitted to the State,

directly; or (2) remitted to the Ely Lions for payment to the State, at the end of the event. In either event, the form must be completed and returned to the Ely Lions.

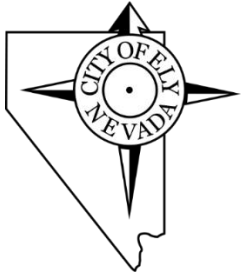
Business License: The City of Ely requires a business license. The application form is a special event license attached and is also available by calling City Hall at 775-289-2430.

Exclusivity of Vendors: the Ely Lions do not guarantee any vendor or exhibitor exclusivity in any way. There may be more than one vendor selling the same or similar wares.

Ely Lions Club: the Ely Lions Club is a registered 501(c)(4) organization. We were founded in 1925 and we recently celebrated our centennial anniversary. We are part of the international Lions Club, which has over a million members worldwide. Lions are most well-known for supporting vision care, but also serve their communities and the world in various ways. Locally, the Ely Lions have supported various causes, including the Senior Center, the Library, children's theater, little league, education. We recently founded the Lions' Centennial Scholarship to benefit local high school students.

Vendor Fee: Finally, this event is expensive and the Ely Lions Club earns very little, if any, funds at the event. We also do not charge an entry fee to allow attendees greater funds to spend with our vendors. Fortunately, our vendors have historically done well enough financially and were generous enough with donations, so that we are again able to waive the vendor fee for the 2026 event. For this we are grateful. To be able to continue this practice, however, we do ask you to make a donation of your proceeds, in lieu of a fee.





CITY OF ELY

501 Mill Street Ely, Nevada 89301
City Hall (775) 289-2430
Fax (775) 289-1463

Date Applied: _____

License # _____

Application For:

- Special Event License (27.32 per day)
- 24-Hour Liquor License (54.64) per day
With Applicable Liquor License class)
- Special Events and 24-Hour liquor
License (81.96) per day with applicable
Liquor License class)

The undersigned hereby makes application for a Special Events or a 24-Hour Liquor License under the Ordinance of the City of Ely, for the term of dates listed below and for the purpose of obtaining the same hereby submits the following to the City Council.

Full name of applicant: _____

Liquor sponsor: _____

Nature of the event proposed to be carried on by applicant:

Building and location of building event will be held at: _____

Street address event will be held at: _____

Date(s) when event will be conducted: _____

Applicants contact number: _____ Email: _____

Nevada State Health Division/Bureau of Health Protection Services

Nevada State Health Authority Signature

Date

CERTIFICATE: I hereby certify that the information supplied above is true and correct to the best of my knowledge and belief.

Signature of applicant: _____

Signature Of Mayor: _____