



MAIN STREET ROSWELL

PO Box 1328 | Roswell, NM 88202

www.mainstreetroswell.org

Questions? Please contact Tom Blake 575-914-8017
or 575-914-8018

VENDOR APPLICATION



Sept. 23-24, 2016

Rental Fees

Each Booth Space will measure 10 feet by 10 feet. Larger spaces will be priced accordingly.

\$50 per space for non-profit display or information with no electricity.

\$100 per space for Profit

\$200 per space for Restaurant Row

A common covered area with tables, chairs and trash cans will be furnished by the Festival Committee to be shared by Restaurant Row Vendors.

Rules

1. The Festival Booth Committee will measure, grid, number and assign the spaces in conformity with its own plan.
2. All booths will be set up in the spaces designated by the Festival Booth Committee.
3. All canopies, tie downs, tables, chairs, and merchandise will be furnished by the applicant.
4. The Festival Committee will not provide any equipment, materials or supplies. The fee is for booth space and electricity only. Those needing electricity will supply their own 100 foot HEAVY DUTY extension cords.
5. Vehicles will not be allowed to drive on the grounds of the Roswell Civic Center.
6. Vehicles may be used to transport your equipment and supplies to your booth prior to noon on Friday, NO EXCEPTIONS. Your vehicles must be removed by 12:00 p.m. and parked in the parking area.
7. No overnight parking is permitted.
8. Set up may begin as early as 7:00 a.m.
9. All booths should be operational by 12:00 noon on Friday, September 23, 2016.

10. Break down **MUST BE** completed 2 hours after the completion of the Festival.
11. Because of ongoing Festival entertainment, music, loud speakers or any other forms of sound equipment will not be permitted.
12. The Festival Committee will provide continuous trash pick and collection; however, you must maintain the immediate area of your booth so that it will be free of trash and safety hazards. All trash must be bagged at the end of the festival.
13. Parking permits will be provided and a designated parking area will be set up for vendors. Vehicles in this area, without a permit, will be towed.

Safety regulations will be checked and monitored by the City of Roswell

14. If you are serving food and/or drinks, it is your responsibility to make sure all of the proper health permits are obtained, observed and displayed.
15. Each food booth using electricity must have an ABC rated fire extinguisher accessible.
16. Only 110-volt electricity current will be available. Multiple use of crock-pots and coffee pots will be limited to 4500 watts (total) and must be accompanied with multiple outlet power strips with circuit breakers.
17. Firearms, knives, or other hazardous items cannot be sold or displayed on the Festival grounds. Absolutely no gang or drug related paraphernalia will be displayed or sold. The Festival Committee reserves the right to restrict these items and close your booth for such activities.
18. This is a family-friendly event. If a vendor is selling items that are vulgar or inappropriate in any way, the Festival Committee reserves the right to shut the booth down and all fees WILL NOT be refunded.
19. The deadline for vendor booth applications is noon September 20, 2016. There will be no refunds on booth space after this date.
20. Safety is always a concern. **SAFETY FIRST and HAVE FUN**

THIS IS A NON-SMOKING EVENT!

While MainStreet Roswell will make all reasonable efforts to maintain security throughout the festival, it will not accept responsibility for any lost or damaged property.



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VENDOR APPLICATION



Sept. 23-24, 2016

Responsible Person _____

Trading As (Type of Business) _____

Address _____

Phone (Home) _____ (Work or Cell) _____

Email _____

Alternate Contact _____ Phone _____

Type of Booth Requested:

- Individual (\$100 per space)
- Organization For Profit Non-Profit (\$50 per space)
- Arts/Crafts
- Food/Beverage
- Games
- Display/Information
- Restaurant Row (\$200 per space)

Will your booth require Electricity? No Yes (Those needing electricity will supply their own 100 foot HEAVY DUTY extension cords.)

Please give a description of your products being sold or items your booth will contain:

Method of Payment : Check/Money Order Credit Card - you can send money by credit card through PayPal to info@mainstreetroswell.org

Payment in full must accompany this application (Make Checks Payable to MainStreet Roswell.) Mail to P.O. Box 1328, Roswell, New Mexico 88202

The Festival Committee reserves the right to refuse any application without explanation. In this event, the fee will be refunded. All rules published by the Festival Committee must be followed by each vendor applicant.