



MAIN STREET ROSWELL

PO Box 1328 | Roswell, NM 88202

www.mainstreetroswell.org

Questions? Please contact Kathy Lay 575-914-8017

VENDOR APPLICATION



Sept. 28 & 29, 2018 (Friday 12 pm-10 pm, Saturday 8 am-10 pm)

Vendor Information

NO VEHICLES ALLOWED ON COURTHOUSE LAWN!

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.

\$125 per space for Profit + \$50 REFUNDABLE CLEANING DEPOSIT

\$200 per space for Restaurant Row + \$50 REFUNDABLE CLEANING DEPOSIT

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

THIS IS A NON-SMOKING EVENT! NO SKATEBOARDING, SKATING OR BICYCLING IN EVENT AREA.

MANDATORY: The City of Roswell is requiring vendors to have a City of Roswell business license. Please include a copy of your current license with this contract. The City does provide temporary business licenses, contact the City or email n.bejarano@roswell-nm.gov for information. Deadline September 21, 2018 at noon. City officials are authorized to close any vendor booth not able to provide a copy of their Roswell business license.

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. A minimum of 40 pounds weight per tent/canopy leg is required, event organizers recommend more weight per leg, tent spikes are prohibited.
5. The Festival Committee will not provide any equipment, materials or supplies. The fee is for booth space and electricity only. Those needing electricity must request it on application. Not all areas will have electricity available. You will supply your own 100 foot HEAVY DUTY extension cords and notify us of any specific needs other than 110.
6. Vehicles will not be allowed to drive on the grounds of the Chaves County Court House.
7. No overnight parking is permitted.
8. Vendor check-in, Friday, September 28, 2018 at 8 a.m at information tent (on courthouse lawn).
9. Set up may begin directly after vendor check-in - Friday, September 28, 2018 at 8 a.m.
10. All booths should be operational by 12:00 noon on Friday, September 28, 2018.
11. Break down **MUST BE** completed by 11 p.m. on Saturday, September 29, 2018.
12. Because of ongoing Festival entertainment, music, loud speakers or any other forms of sound equipment will not be permitted.

13. 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.
14. 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. **VENDORS MUST PARK IN VENDOR PARKING TO LEAVE ROOM FOR VISITORS.**

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

15. 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.
16. Each food booth using electricity or open flames must have an ABC rated fire extinguisher accessible.
17. 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 - **NO MORE THAN 12 AMPS.**
18. 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. Merchandise that infringes on the copyright or intellectual properties of other people or corporations will not be permitted.
19. 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.
20. Payments after September 10, 2018 must be paid as a USPS money order, or PayPal. The deadline for the completed vendor booth package is noon Wednesday, September 26, 2018. There will be no refunds on booth space after September 25, 2018.
21. Booth spaces will be assigned as applications are received. **WE WILL NOT MOVE VENDORS ONCE ASSIGNED.**
22. Vendor applications will be juried and committee will make final decision of vendor approval. Committee will make every effort to limit duplicate booths (booths selling the same items). Former vendors and applications received first will be given priority.
23. This is an all-weather event. No refunds will be given due to bad weather conditions once refund deadline has passed (September 25, 2018).
24. **DO NOT** take sandbags that are being used for additional purposes.
25. Safety is always a concern. **SAFETY FIRST and HAVE FUN**

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.

The Festival Committee reserves the right to refuse any application without explanation. In this case, the fee and deposit will be refunded. All rules published by the Festival Committee must be followed by each vendor applicant or vendor will be required to vacate the premises with no refunds.

**The 2018 Chile Cheese Festival will be open
Friday, September 28, 2018, 12 p.m. - 10 p.m.
Saturday, September 29, 2018, 8 a.m. - 10 p.m.**

Vendors are expected to be open during publicized dates & times



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VENDOR APPLICATION



Responsible Person _____

Trading As (Type/Name of Business) _____

Address _____

Phone (Home) _____ (Work or Cell) _____

Email _____

Alternate Contact _____ Phone _____

Type of Booth Requested:

(SELECT ONE):

- Arts/Crafts
- Food/Beverage
- Games/Other
- Display/Information

(SELECT ONE):

- Individual \$175 (\$125 per space + \$50 refundable cleaning deposit)
- Organization/Business \$175 (\$125 per space + \$50 refundable cleaning deposit)
- Non-Profit Organization \$50 per space (no cleaning deposit required)
- Restaurant Row \$250 (\$200 per space + \$50 refundable cleaning deposit)

Will your booth require Electricity? No Yes *Those needing electricity will supply their own 100 foot HEAVY DUTY extension cords. Any booth requiring more than 12 AMPS will need to provide their own power source and must inform the festival committee on this application.

Please give a full menu/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
 Cash 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

I have read & agree to all the rules specified on **both pages** of this contract for the 2018 Chile Cheese Festival:

Print Name: _____

Signature: _____

Date: _____

| |
|-----------------------|
| For Office Use: |
| Booth Fee: \$ _____ |
| Deposit: \$ _____ |
| Total Paid: \$ _____ |
| Date: _____ |
| Staff Initials: _____ |