



MAINSTREET ROSWELL

PO Box 1328 | Roswell, NM 88202

www.mainstreetroswell.org

Questions? Please contact Kathy Lay 575-914-8017

VENDOR APPLICATION



Sept. 27 & 28, 2019

(Friday 12 pm-10 pm, Saturday 10 am-10 pm)

Vendor Information

Rental Fees

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

NOTE: after September 1st there will be an additional \$50 late fee

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

\$150 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 available 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 requires Vendors to have a City of Roswell business license. Please include a copy of your current license with this contract. The City offers a temporary business licenses, contact the City or email n.bejarano@roswell-nm.gov for information. Deadline September 20, 2019 at noon. City officials are authorized to close any Vendor booth not able to provide a copy of their Roswell business license.

MANDATORY: Vendor must have liability insurance. Two options are available.

1. Vendor may provide MainStreet Roswell with a certificate of liability insurance. Eastern New Mexico State Fair must be listed as a certificate holder AND additional insured. Vendors with display booths, food booths, or selling general merchandise must carry \$1,000,000 liability coverage. Vendors with rides, inflatable bouncers, or other physical activities must hold \$2,000,000 liability coverage. Certificates not listing ENMSF as ADDITIONAL INSURED are not valid.

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2. Vendor may purchase liability insurance through the Eastern New Mexico State Fair for \$65. Please note, this is liability insurance only and covers the 2 day event only. Loss or theft is not covered. Please contact enmsf@cableone.net if you do not have insurance and need to purchase this coverage.

MANDATORY: BEVERAGES - The Eastern New Mexico State Fair is working in partnership to host this event. They are sponsored by PEPSI and as such, all Vendors selling beverages on the ENMSF property must comply with the Pepsi contract and must purchase all beverages, including water, through the Pepsi representatives serving the Eastern New Mexico State Fair. Any Vendor found to be serving non-Pepsi products or Pepsi products not purchased through the Fair representative will be considered in breach of contract. Pepsi representatives can be reached at 575-624-4002 or 575-624-4081. It is the Vendor's responsibility to know and comply with Pepsi product requirements. Selling alcohol beverages is prohibited unless a "Beer Garden" is contracted by the Piñata & Chile Cheese Festival &/or ENMSF.

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/Vendor.
4. A minimum of 40 pounds weight per tent/canopy leg is required, event organizers recommend more weight per leg, if using tent spikes you must get approval to ensure no underground electric or water lines are damaged.
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 during set up and tear down.
7. Vendor check-in, Friday, September 27, 2019 at 8 a.m at the information booth.
8. Set up may begin directly after Vendor check-in - Friday, September 27, 2019 at 8 a.m.
9. All booths should be operational by 12:00 noon on Friday, September 27, 2019.
10. Break down **MUST BE** completed by 11 p.m. on Saturday, September 28, 2019 (unless Vendor is staying for the Eastern New Mexico State Fair). **Vendors MUST CHECK OUT** at the Information tent before leaving to qualify for cleaning deposit refund.
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. **VENDORS MUST PARK IN VENDOR PARKING TO LEAVE ROOM FOR VISITORS.**
14. 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 for regular spaces. Power will be limited to 4500 watts (total) and must be accompanied with multiple outlet power strips with circuit breakers - **NO MORE THAN 12 AMPS** (except for Restaurant Row)
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 vendor fees **WILL NOT** be refunded.
20. Payments after September 10, 2019 must be paid as a USPS money order, or PayPal. The deadline for the completed Vendor booth package is noon Wednesday, September 25, 2019. **There will be no refunds on booth space after September 24, 2019.**
21. Booth spaces will be assigned by Festival Committee. **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 24, 2019).
24. **DO NOT** take sandbags that you did not bring with you, including those that are being used for additional purposes.
25. Safety is always a concern. **SAFETY FIRST and HAVE FUN**

* While MainStreet Roswell, Hispano Chamber of Commerce, and the Eastern New Mexico State Fair will make all reasonable efforts to maintain security throughout the festival, they 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 2019 Chile Cheese Festival will be open
Friday, September 27, 2019, 12 p.m. - 10 p.m.
Saturday, September 28, 2019, 10 a.m. - 10 p.m.

Vendors are expected to be open during publicized dates & times



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VENDOR APPLICATION



Responsible Person _____

Type/Name of Business _____

Address _____

Phone (Home) _____ (Work or Cell) _____

Email _____

Alternate Contact _____ Phone _____

Type of Booth Requested:

(SELECT ONE):

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

(SELECT ONE):

- Regular 10x10 space \$200 (\$150 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)

NOTE: after September 1st there will be an additional \$50 late fee

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 description of your products/menu being sold or items your booth will contain:

Payment Included : Check/Money Order Credit Card - you can send money by credit card
(select one) Cash through PayPal to info@mainstreetroswell.org

Payment in full must be made online OR must accompany this application

(Check/Money Order Payable to MainStreet Roswell & Mail to P.O. Box 1328, Roswell, New Mexico 88202)

I have included mandatory items: Roswell Business License
 Proof of Insurance with ENMSF certificate holder **AND** additional insured

By signing this I attest that I have read & agree to all the rules specified on **both pages** of the Vendor contract for the 2019 Piñata & Chile Cheese Festival:

Print Name: _____

Signature: _____ Date: _____

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