

VENDOR BOOTH APPLICATION

CARE

Cancer Aid Resource & Education, Inc.
 118 S. Water Street
 Las Cruces, NM 88001
 575-649-0598



La Gran Fiesta DATES and EVENT TIMES

Friday, Sept. 21 – 5:00 pm to 1:00 am
 Saturday, Sept. 22 – 5:00 pm to 1:00 am
 Sunday, Sept. 23 – 12:00 pm to 5:00 pm

Applicant Information

Business Name

Contact Person

Mailing Address

City

State Zip Code

Phone

Cell Phone

Email Address

NM CRS Tax ID

**Gross Receipts Location Code: 07-132
 (Downtown TIDD-Las Cruces). Vendors
 must comply with all city, county and
 state requirements and tax regulations.**

Booth Information- SELECT ONE

- Food & Drinks (\$500 fee and \$25 cleaning deposit)** This is defined as a booth where cooking will be done on the premises, and vendor is selling items to eat and/or beverages.

- Arts & Crafts (\$200 fee and \$25 cleaning deposit)** This is defined as a booth where only HANDMADE items are sold.

- Products & Novelties (\$300 fee and \$25 cleaning deposit)** This is defined as a booth where gifts, services, and manufactured products are being sold.

- Information - Business (\$500 and \$25 cleaning deposit)** This is defined as a booth where the sole purpose is to provide information or market a company. Nothing will be sold. No campaigning nor literature distribution allowed.

- Games (\$300 fee and \$25 cleaning deposit)** This is defined as a booth where patrons pay to play games and win prizes based on their performance.

NOTE: Security will be provided Friday and Saturday night from 1:00 a.m. to 8:00 a.m.

Type of Booth – Select all that apply

Hitched Trailer Food Truck/ Van Canopy Enclosed Tent Other _____

Food Vendor Trucks: Size of Truck? _____ All Vendors: Do you need electricity? Yes No

List ALL items to be sold : _____ Type of Electricity: 110 220

Other Needs/Comments: _____

Check each fee enclosed:

Booth Fee Amount \$ _____

Deposit Amount \$ _____

Total Amount \$ _____

To be completed by CARE

Date Received _____ Assigned Space # _____

Booth Fee Check # _____ Dated _____

Deposit Check # _____ Dated _____

REQUIRED FEES & PERMITS

- Booth spaces will be rented for types of booths and fees designated on the front of the application. The type of booth is designated by the descriptions on the front of this form and any questionable items shall be determined by the CARE Committee.
- A cleaning deposit fee must be included with the booth fee. All deposits should be written in separate checks. No money orders or cash. The cleaning deposit is refundable if your space is clean at the end of the event on Sunday..
- Food vendors must obtain a food service permit from the State of New Mexico Environment Department. All food vendors MUST display their food permit at the event. Please note: Anyone who plans to do a food event must submit a temporary permit application to the New Mexico Environmental Health Division at least 10 days prior to the event.

PROPANE AND INSPECTIONS

- Food vendors must comply with the Rules and Regulations of the L. P. Gas Bureau, New Mexico Regulation and Licensing Department and Las Cruces Fire Department. All food vendors must pass propane and local fire department inspections. Food vendor inspections will begin at 3:00 pm Friday.

INSURANCE

- All Food and Game Vendors must provide CARE a Certificate of Insurance (COI) through your insurance provider. COI must include CARE and City of Las Cruces as additional insured endorsement. Please note: CARE does not provide insurance to any vendors.

BOOTH SIZE/INFO

- The designated booth spaces are 10 x 10 feet.
- Food trucks are considered one booth space.
- Booth fees are for space only. Vendors must provide any booth materials such as tables, chairs, extension cords, etc.
- Vendors will not be allowed to display items or place additional items outside the booth's 10 x 10 area. All items are to be sold from booth (no walking around).
- Should a vendor need more space than the 10 X10 booth space, the vendor will be required to purchase a second booth space.
- It is the responsibility of the applicant to know how much space they will need. Vendors who require extra space on the day of the event without prior request and authorization may be required to leave and forfeit payment.
- Canopies shall be weighed down with weights, NO SANDBAGS, on all four legs with a minimum of 25 lbs. per leg to keep the canopy stable if there is wind. This will help protect the vendors and visitors from flying canopies due to inclement weather.

SET UP AND TEAR DOWN

- Vendors are not allowed to drive on the City Plaza. Vendors are only allowed to drive on the roads.
- Booth set up begins at 11:30 a.m. Friday morning. There is no set-up the night before.
- All vendors will receive a reminder set-up email the week prior to the event. All assigned set-up times are final.
- Vendors who are not set-up by "ready time" may be required to leave the event and will forfeit payment..

- Vendors must unload their vehicles' as quickly as possible from the nearest street available and immediately move their vehicle.
- Tear Down begins promptly at 5:15 pm Sunday. Please make every effort to tear down and pack up as quickly as possible.

TRASH

- Vendors are responsible for disposing their trash in trash bags in the large dumpster provided.
- Vendors are responsible for breaking down their own boxes and disposing of them in the large dumpster. Boxes should NOT be thrown in the City Plaza trash bins.
- Vendors who leave boxes on the plaza or are caught throwing them in Plaza trash bins will NOT have their cleaning deposit returned. All trash should be removed from space when vendor leaves on Sunday.

FIRE SAFETY

- While electricity may be available, vendors are required to provide their own heavy-duty extension cords. All electrical connections are subject to approval by CARE or City of Las Cruces.
- Vendors are required to use duct tape to secure cords to the ground. Cords may NOT be strung through trees, light posts, or flag poles.
- All food vendors must have a Class K and a 2A10BC fire extinguisher.
- All vendors must abide by the attached fire safety codes.

ADDITIONAL RULES AND REGULATIONS

- All spaces will be assigned on a first paid, first served basis. No changes will be authorized.
- All booths must be presentable. Photographs of booths must be submitted with application.
- No knives, firearms or any other weapons will be allowed.
- Vendors are not permitted to sell silly string, popper, water guns, water toys, hair spray, or other sprays.
- Microphones, loud speakers or other amplifying device are not permitted.
- Booths must be set up and ready for business at 4 pm on Friday, 4 pm on Saturday and 11 am on Sunday and must be manned at all time. Event ends at 1 am on Friday and Saturday nights and 5 pm on Sunday. Vendor booths may remain open during the entire event times or close for business on Friday and Saturday at midnight, Sunday at 5:00 pm.
- No spikes or any other such objects are allowed to be inserted in the plaza area (including sidewalks, bricks, monuments, etc.)
- Nails and structural changes are prohibited. No rope, chain or similar device may be attached to any plant for any reason.
- Caution tape needs to be tied to all tent tie downs and other trip hazards.
- The street area behind vendors must remain open at all times to accommodate emergency/safety vehicles.
- No vehicles may be driven on the Plaza sidewalk or grass.
- There is no vendor parking on the City Plaza.
- No pets are allowed on the City Plaza.
- If you cancel your vendor space, your fee WILL NOT BE REFUNDED.
- CARE – Cancer Aid Resource & Education, Inc. and City of Las Cruces will not be held responsible for theft or damage to booth materials, items for sale, or items not owned by the CARE – Cancer Aid Resource & Education, Inc. and City of Las Cruces. Any property left unattended is at the risk of the vendor.

The vendor / participant whose signature appears below agrees to abide by all terms stated in this vendor agreement application and Las Cruces Fire Department Special Event Safety Guidelines and Vendor Safety Codes. The signature below signifies that the vendor understands that any willful and intentional violation of these rules and regulations will result in their booth being shut down and no refunds will be given. The vendor also understands that the CARE – Cancer Aid Resource & Education, Inc. reserves the right to refuse, close or cancel any booth without issuing a refund. HOLD HARMLESS AGREEMENT: I assume all risk and hazards incidental to the conduct of The Big Event activities. I do further hereby release, indemnify and hold harmless CARE – Cancer Aid Resource & Education, Inc. and the City of Las Cruces, City of Las Cruces representatives and employees and ALL the volunteers in case of injury.

Signature _____ Printed Name _____ Date _____