



CARE – Cancer Aid Resource & Education, Inc.
118 S. Water Street, Las Cruces, NM 88001

4TH ANNUAL LA GRAN FIESTA
VENDOR APPLICATION-CRAFT-PRODUCT
(NON BUSINESS/CORPORATE)
Craft, Jewelry, Packaged Products, Non Food, Non Profit
EVENT DATES & VENUE INFO:
SEPTEMBER 20 & SEPTEMBER 21, 2019
PLAZA DE LAS CRUCES
100 N. Main Street, Las Cruces, NM 88001
CARE Info: carelascruces.org ~ 575-649-0598 ~ yolidiaz6@msn.com

Set Up/Tear Down: Friday, September 20 at 12:00 p.m. & Tear Down at 12:00 a.m.
 Saturday, September 21 at 3:00 p.m. & Tear Down at 12:00 a.m.

This is a great opportunity to promote your business or organization to our diverse community.

Business Name						
Contact Name				Phone Number		
Two Vendor Staff Names	(1)			(2)		
Address						
Email						
Vendor Type	Circle Type:	Craft	Jewelry	Packaged Products	Non Food	Non Profit
List Products Sold						

VENDOR INFORMATION & GUIDELINES

Please read and initial the following information and guidelines. This is part of your application form.

- Initial*
- _____ Vendors must pay vendor fee prior to event. Fee is \$40 each event day; total is \$80 for both days. This is for two people in the booth. Please note this is a cancer fundraising event. If additional people are needed for your booth, you as vendor, must pay \$20 per each additional person needed. **The booth fee is a low vendor fee in this category; therefore, if the event is good for you, we encourage a donation.** You may mail or deliver your vendor fee by check or in person to: CARE, 118 S. Water Street, Las Cruces, NM 88001 or call 575-649-0598 to pay with a credit card.
- _____ Set up will be on a first come first serve basis.
- _____ Designated booth spaces are 10 X 10 feet.
- _____ No vehicles may be driven on the Plaza sidewalk or grass. There is no vendor parking on the Plaza.
- _____ Booth fees are non-refundable for any reason unless your application is denied. As an outdoor festival, please understand that we are at the mercy of Mother Nature.
- _____ Vendors will be on the west side of Main Street. Vendors will check in and will be instructed where to set up. Vendors may unload on Main Street, and then move their vehicles to a parking area prior to set up.
- _____ Your booth must be set up, staffed and ready to operate by 4:00 p.m. both days, September 20 & September 21, 2019. Gates open at 5:00 p.m. The event will be held from 6:00 to 12:00 a.m. Tear down will be each night at 12:00 a.m. On Friday, tear down is necessary because the Farmers Market will use Main Street Saturday morning. You may move your complete setup on to the Plaza and sell from there and be open during the Farmers Market. At 3:00 p.m., you move back on Main St.
- _____ No ground-stakes or spikes are allowed—**proper weights required** to ensure everyone's safety. 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.
- _____ Vendors must provide necessary equipment to operate their booth. **Tents, trashcans, tables, chairs, extension cords, etc. are NOT provided for you.** Vendors are responsible for maintaining and cleaning up their booth area.
- _____ CARE is unable to accept responsibility for any lost or stolen items, or for any equipment. Any property left unattended is at the risk of the vendor.
- _____ Only one organization or vendor may use each booth space unless prior authorization has been obtained from the CARE committee. All vendors must conduct business in their designated booth area only.
- _____ **NO FOOD ITEMS, BEVERAGES OR ALCOHOLIC BEVERAGES MAY BE SOLD** at vendor booths other than those specifically identified as food or alcoholic vendors.
- _____ It is the responsibility of all exhibitors to obtain all permits, licenses, etc.
- _____ CARE reserves the right to prohibit the sale or distribution of materials that may be illegal, pornographic, or those considered offensive. Please do not display any merchandise that would be inappropriate for children. This is a family friendly event. CARE reserves the right to refuse, close or cancel any booth without issuing a refund. Decisions by CARE are final.
- _____ 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.
- _____ CARE cannot assume responsibility for any vehicles ticketed or towed that are not properly parked.
- _____ 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.
- _____ Hold Harmless: By signing this form, you affirm and agree to hold harmless CARE – Cancer Aid Resource & Education, Inc., its directors, officers, employees, agents and assigns and the City of Las Cruces from any and all loss, claim, action, suit or liability to third persons (including attorney fees at trial and appeal), from any cause whether directly or indirectly related to this event or this agreement including but not limited to claims for injury to persons including death or destruction of property; whether intentional, negligent or consequential as result of any act or omission or yours, or the officers, director, employees or agents of your business.

Date: _____ # of People _____ Printed Name _____ Signature _____

CARE Representative _____ Date Received _____ Fee Received \$ _____