

Town of Mesilla

Fiesta Vendor Booth Application

P.O. Box 10, Mesilla, NM 88046
 (575) 524-3262, ext. 116 - irenep@mesillanm.gov



2016 Diez y Seis de Septiembre Fiesta

Saturday, September- 17 to 10 p.m (Set-up begins at 6 am) Sunday, September 18 - 12 to 7 p.m.

APPLICATION DEADLINE:

Friday, September 2 at 5 p.m.

<u>Applicant Information</u>	<u>Booth Information - SELECT ONE</u>
Business Name <input style="width:90%;" type="text"/>	<input type="checkbox"/> Food (\$400 fee and \$75 cleaning deposit) - This is defined as a booth where cooking will be done on the Fiesta premises, and vendor is selling only items to eat, no beverages.
Contact Person <input style="width:90%;" type="text"/>	<input type="checkbox"/> Food & Beverage (\$500 fee and \$75 cleaning deposit) - This is defined as a booth where cooking will be done on the Fiesta premises. Vendors in this category are selling both items to eat and beverages (aguas frescas, sports drinks, etc.)*
Mailing Address <input style="width:90%;" type="text"/>	<input type="checkbox"/> Beverage (\$300 fee and \$25 cleaning deposit) - This is defined as a booth where only beverage items are being sold. No food. Beverages may include aguas frescas, sports drinks & snow cones.*
City <input style="width:90%;" type="text"/>	<input type="checkbox"/> Snacks & Pre-Packaged Food (\$350 fee and \$25 cleaning deposit) - This is defined as a booth where no major food items are cooked on site. This is also if both snacks & beverages will be sold.
State <input style="width:15%;" type="text"/> Zip <input style="width:15%;" type="text"/>	<input type="checkbox"/> Arts & Crafts (\$200 fee and \$25 cleaning deposit) - This is defined as a booth where HANDMADE items are being sold.
Phone <input style="width:150px;" type="text"/> Fax <input style="width:150px;" type="text"/>	<input type="checkbox"/> Products & Novelties (\$275 fee and \$25 cleaning deposit) - This is defined as a booth where gifts, services and manufactured products are being sold.
E-mail Address <input style="width:90%;" type="text"/>	<input type="checkbox"/> Information (\$200 fee 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.
NM CRS Tax ID <input style="width:90%;" type="text"/>	<input type="checkbox"/> Non-Profit (\$50 fee and \$25 cleaning deposit) - This is defined as a booth ran by official 501(c)3 groups. (LIMIT 4 PER FIESTA/ FIRST COME, FIRST SERVE)
Mesilla Business Registration	<input type="checkbox"/> Games (\$275 fee and \$25 cleaning deposit) - This is defined as a booth where patrons pay to play games and win prizes based on their performance.
<input type="checkbox"/> Enclosed <input type="checkbox"/> On File	*Selling bottled sodas and/or waters is not permitted
All vendors must possess a current business registration for the Town of Mesilla. All business registrations are valid from March 15, 2016 through March 14, 2017.	

Type of Booth - Select all that apply

Hitched Trailer
 Food Truck/Van
 Canopy
 Enclosed Tent
 Other

Items to be sold (LIST ALL)

Other Needs

Payment Information

Check each fee enclosed:

<input type="checkbox"/> Booth Fee	Amount	<input style="width:60px;" type="text"/>
<input type="checkbox"/> Deposit	Amount	<input style="width:60px;" type="text"/>
<input type="checkbox"/> Business Registration	Amount	<input style="width:60px;" type="text"/>
Total Amount Due		<input style="width:60px;" type="text"/>

<u>To be completed by the Town of Mesilla</u>	
Date Received	_____
Booth Check	_____ <input type="checkbox"/> Early Bird <input type="checkbox"/> Regular
Deposit Check	_____
Bus. Reg. Check	_____
Assigned Space # _____	

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 Town of Mesilla Event Coordinator.

→ Those who submit payments by the designated "Early Bird Date" in the vendor packet will receive a discounted rate as designated. There will be NO EXCEPTIONS to the "Early Bird Date."

→ 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.

→ All vendors must possess a current business license for the Town of Mesilla at an additional \$35.

→ All vendors must obtain a New Mexico CRS Tax ID number in order to sell in the Town of Mesilla. (www.tax.newmexico.gov)

→ Food and Beverage vendors must obtain a food and beverage service permit from the State of New Mexico Environment Department at least 10 working days in advance. (575) 524-6300

→ All gross receipts taxes earned during the fiesta should be reported under the Town of Mesilla code 07-303.

BOOTH SIZE

→ The designated booth spaces are 15 by 10 feet (15 along the front and 10 back off the curb). All canopies, supplies, trailer hitches, tables, etc. may not exceed the footage requirements.

→ 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 on the sidewalk. All items are to be sold from booth (no walking around).

→ Any additional footage needed, must be requested in writing with your application. There will be an additional fee of \$20 per foot for any requests made, up to 3 additional feet. Any additional footage needed beyond the 3 feet will require the vendor to purchase a second 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 event without prior request & authorization may be required to leave & forfeit payment.

SET-UP & TEAR DOWN

→ Booth set-up begins at 6 a.m. Saturday morning. There is no set-up the night before.

→ All vendors will receive a set-up time during the week prior to the event. All assigned set-up times are FINAL.

→ Vendors who arrive before their assigned set-up time will be turned away until their time. Vendors who arrive after their assigned set-up time may be required to leave the event and will forfeit payment.

→ Streets will be blocked during the event. If you move a barricade to enter or exit the Plaza, it is your responsibility to replace that barricade.

→ Vendors must unload their vehicle as quickly as possible, and immediately move their vehicle to the designated vendor parking lot.

→ Tear Down begins promptly at 7 p.m. Sunday. Please make every effort to tear down and pack as quickly as possible. Any vendor who continues to sell items without tearing down after 7 p.m. may not be allowed to return to Town of Mesilla events.

The vendor/participant whose signature appears below agrees to abide by all terms stated in this vendor agreement application and Mesilla Fire Department 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 shutdown and no refunds will be given. The vendor also understands that the Town of Mesilla 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 fiesta activities. I do further hereby release, indemnify and hold harmless the Town of Mesilla, the supervisors and the employees in case of injury.

Signature _____

Printed Name _____

Date _____

TRASH

→ The Town of Mesilla will come by each booth to pick up trash in the canisters provided. Trash MUST be inside the canisters. If the canister is full, trash MUST be in plastic liners.

→ Vendors are responsible for breaking down their own boxes and disposing of them in the large dumpster on Calle de Santiago. Boxes should NOT be thrown in 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 is provided, vendors are required to provide their own heavy-duty extension cords. All electrical connections are subject to approval by the Town of Mesilla.

→ 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 fire extinguisher.

→ All vendors must abide by the attached fire safety codes.

ADDITIONAL RULES & REGULATIONS

→ Vendors may request a certain location on the Plaza on a first-come, first-serve basis only. All space assignments are final.

→ Food & beverage vendors MUST display a food/drink purveyor's permit from the Environment Department.

→ Vendors are not permitted to sell silly string, poppers, water guns, water toys, hair spray, or other sprays.

→ Microphones, loud speakers or other amplifying devices are not permitted.

→ Booths must be set up and ready for business at Noon on Saturday and Sunday and must be manned at all times. Close of business is at 10 p.m. Saturday and 7 p.m. Sunday. Vendor booths must remain open during the entire fiesta.

→ 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 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 plaza. Vendors need to use the Calle de Medanos Street parking lot.

→ No pets, no alcohol and no smoking are allowed on the Plaza.

Vendors found with alcohol on the Plaza will be asked to shut down, forfeit booth payment, and may be issued a citation.

→ The Town of Mesilla will not be held responsible for theft or damage to booth materials, items for sale, or items not owned by the Town. Any property left unattended is at the risk of the vendor.