



## MAIN STREET ROSWELL

PO Box 1328 | Roswell, NM 88202

[www.mainstreetroswell.org](http://www.mainstreetroswell.org)

Questions? Please contact Kathy Lay 575-914-8017  
or 575-914-8018

# VENDOR CONTRACT

June 29-July 2, 2017



### **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.

\$200 per space for Profit

\$250 per space for Restaurant Row

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!**

The City of Roswell is requiring vendors to have a business license. Please include a copy of your current license with this contract. The City does provide temporary business licenses.

### **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. The Festival Committee will not provide any equipment, materials or supplies. The fee is for booth space and electricity only. Those needing electricity will supply their own 100 foot HEAVY DUTY extension cords and notify us of any specific needs other than 110.
5. Vehicles will not be allowed to drive on the grounds of the Chaves County Court House.
6. Vehicles may be used to transport your equipment and supplies to your booth prior to noon on Thursday and prior to 9:00 a.m. on Friday, Saturday and Sunday NO EXCEPTIONS. Your vehicles must be removed from the Festival area and parked in the designated parking area by 9:00 a.m.
7. No overnight parking is permitted.
8. Set up may begin as early as 8:00 a.m. on June 29.
9. All booths should be operational by 12:00 noon on Thursday, June 29, 2017.
10. Break down **MUST BE** completed by 6 p.m. on July 2, 2017.
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.

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

14. 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.
15. Each food booth using electricity must have an ABC rated fire extinguisher accessible.
16. 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.
17. 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.
18. 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.
19. Payments after June 1st must be paid as a USPS money order or PayPal. The deadline for vendor booth applications is noon June 22, 2017. There will be no refunds on booth space after June 22, 2017.
20. Booth spaces will be assigned as applications are received. **WE WILL NOT MOVE VENDORS ONCE ASSIGNED.**
21. Multiple duplicate booths will not be allowed (booths selling the same items). This is the 70th anniversary of the crash and we highly encourage you to provide unique items for visitors. Those vendors who have turned in their applications first will be given first priority
22. Safety is always a concern. **SAFETY FIRST and HAVE FUN**

While the MainStreet Roswell UFO Festival Committee will make all reasonable efforts to maintain security throughout the festival, it will not accept responsibility for any lost or damaged property.

I have read & agree to all the rules specified on ***both pages*** of this contract for the 2017 UFO Festival:

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Printed name

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Signed

Date



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# VENDOR APPLICATION

June 29-July 2, 2017



Responsible Person \_\_\_\_\_

Trading As (Type of Business) \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell ) \_\_\_\_\_

Email \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone \_\_\_\_\_

Description of vehicle \_\_\_\_\_ License Plate # \_\_\_\_\_

Description of trailer (if used) \_\_\_\_\_ License Plate # \_\_\_\_\_

### Type of Booth Requested:

<input type="radio"/> Individual (\$200 per space)  <input type="checkbox"/> Arts/Crafts <input type="checkbox"/> Food/Beverage <input type="checkbox"/> Games <input type="checkbox"/> Display/Information	<input type="radio"/> Organization <input type="checkbox"/> For Profit (\$200 per space) <input type="checkbox"/> Non-Profit (\$50 per space)  <input type="checkbox"/> Arts/Crafts <input type="checkbox"/> Food/Beverage <input type="checkbox"/> Games <input type="checkbox"/> Display/Information
<input type="radio"/> Restaurant Row (\$250 per space)	

Will your booth require Electricity?     No     Yes (Those needing electricity will supply their own 100 foot HEAVY DUTY extension cords.)

Please give a detailed 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 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

The Festival Committee reserves the right to refuse any application without explanation. In this event, the fee will be refunded. All rules published by the Festival Committee must be followed by each vendor applicant.

Have you included?:     Business License     Signed Contract     Payment