



MAIN STREET ROSWELL

PO Box 1328 | Roswell, NM 88202

www.mainstreetroswell.org

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

VENDOR CONTRACT

July 6-8, 2018



DEADLINE TO SUBMIT FORM IS MAY 1, 2018 BOOTHS WILL BE JURIED

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.

\$350 per space for Profit (includes \$100 refundable deposit)

\$450 per space for Restaurant Row (includes \$100 refundable deposit)

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. Food vendors can only sell items they are approved to sell by the NM Health Department.

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 11 a.m. on Friday 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 11:00 a.m. Friday and 9:00 a.m. Saturday and Sunday. We will tow any vehicles at owners expense if they are on Main Street during undesignated times.
7. No overnight parking is permitted. Vehicles will be towed if they are parked overnight.
8. Set up may begin as early as 7:00 a.m. on Friday, July 6, 2018.
9. All booths should be operational by 12:00 noon on Friday, July 6, 2018.
10. Break down **MUST BE** completed by 6 p.m. on Sunday, July 8, 2018.
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.

14. DO NOT TAKE SANDBAGS! If you need a sandbag, bring your own or request ahead of time. Vendors found taking sandbags will not get their deposit back.

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. You can only sell food you are approved to sell through the NM Health Dept.

16. Each food booth using electricity must have an ABC rated fire extinguisher accessible.

17. 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. Vendors utilizing electricity that has not been included in their contract will be required stop and will result in forfeiture of your deposit.

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. ABSOLUTELY NO SUBLEASING SPACES

20. 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.

21. The deadline for vendor booth applications is noon May 1, 2018. Due to the popularity of this event, we are forced to jury our vendors. If you are not selected, all funds will be returned to you. All booths must pay a \$100 deposit (reflected in the price) that will be returned after they have packed up and their area is inspected. If the space is left unsatisfactory, the deposit will not be returned. If you are unable to attend, there will be no refunds on booth space after June 23, 2018.

22. Booth spaces will be assigned as applications are received. WE WILL NOT MOVE VENDORS ONCE ASSIGNED.

23. Multiple duplicate booths will not be allowed (booths selling the same items). This is the 71st anniversary of the crash and we highly encourage you to provide unique items for visitors. If there are vendors selling the same items, those vendors who have turned in their applications first will be given priority. Be sure to give a DETAILED description of you booth.

24. This is an all-weather event. No refunds will be given due to bad weather conditions before, during, or after the 2018 UFO Festival. Vendors are encouraged to purchase festival insurance to cover damages or weather related cancelations. Festival Committee is not responsible for damages or cancelations due to weather.

25. The Festival runs three days; July 6 - 8, 2018. Hours will be 3 p.m. - 10 p.m. July 6, 12 p.m. - 10 p.m. July 7, and 12 p.m. - 3 p.m. July 8. Vendors are required to be open full event hours. Not being open all hours may result in forfeiture of their deposit.

26. 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.

***NOT ABIDING BY THESE RULES MAY RESULT IN YOUR BOOTH BEING CLOSED
AND FORFEITURE OF YOUR DEPOSIT.***



MAIN STREET ROSWELL

PO Box 1328 | Roswell, NM 88202

www.mainstreetroswell.org

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

VENDOR APPLICATION

July 6-8, 2018



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 (*prices reflected include \$100 refundable deposit*):

<input type="radio"/> Individual (\$350 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 (\$350 per space) <input type="checkbox"/> Non-Profit (\$50 per space) <small>No deposit</small> <input type="checkbox"/> Arts/Crafts <input type="checkbox"/> Food/Beverage <input type="checkbox"/> Games <input type="checkbox"/> Display/Information
<input type="radio"/> Restaurant Row (\$450 per space)	

Please give a detailed description of your products being sold or items your booth will contain, use a blank sheet of paper if you need more space (please include photos if possible):

Will your booth require Electricity? No Yes (Those needing electricity will supply their own 100 foot HEAVY DUTY extension cords. 4500 watts maximum)

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

I have read & agree to all the rules specified on ***both pages*** of the Vendor Contract for the 2018 UFO Festival:

Printed name

Signed

Date

NOT ABIDING BY THESE RULES MAY RESULT IN YOUR BOOTH BEING CLOSED AND FORFEITURE OF YOUR DEPOSIT.