



Questions? Email:
 Vendors.MSRoswell@gmail.com
MAINSTREET ROSWELL

PO Box 1328 | Roswell, NM 88202

www.mainstreetroswell.org

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

Apply & pay before March 31 and get the Early Bird discount.
ALL applications after May 31 will be charged a \$50 late fee.

BOOTHS WILL BE JURIED

VENDOR CONTRACT

July 3-5, 2020

**THIS IS A
 NON-SMOKING
 EVENT!**



A. DISPLAYS/SALES

All vendors must provide their own shade, tables, chairs and extension cords. All tenting must be secured to tolerate 20 mph winds minimum. No signage, awnings, trailer hitches, flags, etc. may exceed the perimeters of the booth space, either indoor or outdoor. All signage, displays, pamphlets, and products must be family appropriate. Items depicting weapons, drugs, gangs, nudity, or other illicit behaviors or items are prohibited. Tobacco and vape products are prohibited. Fireworks and popping items are not allowed. Religious and political displays must be non-offensive. Any pamphlets or presentations must be distributed or occur within your Vendor space. Roaming or soliciting outside of contracted booth space is prohibited. All supplies, boxes, stock, and extra materials must be fully enclosed and not visible to the public. Enclosures must be of appealing, quality material. The UFO Festival Committee makes every effort to provide a secure location. Loss or theft is, however, at the Vendor's risk. Music, loud speakers, or any other forms of sound equipment will not be permitted.

The UFO Festival Committee will measure, grid, number and assign the spaces on conformity with its own plan. All booths will be set up in the spaces designated by the Festival Booth Committee. All canopies, tie downs, tables, chairs, sand bags and merchandise will be provided by the Exhibitors/Vendors. Sandbags and PVC weights will be available for purchase at the information tent (as supplies last). The Festival Committee will not provide any equipment, materials or supplies. The fee is for booth space only and electricity where applicable. Those who have confirmed they are receiving electricity will supply their own 100 foot HEAVY DUTY (Min 20 AMP, 12 ga., outdoor) extension cords and notify us of any specific needs other than 110. This is only for those booths who have been confirmed they will have power. Any generators used must be confirmed in advance and qualify as a QUIET GENERATOR.

Booth spaces will be assigned as applications are received. WE WILL NOT MOVE VENDORS ONCE ASSIGNED. A common covered area with tables, chairs and trash cans will be furnished by the Festival Committee to be shared by Restaurant Row Vendors.

B. INSURANCE

Vendors must have liability insurance and are required to provide the UFO Festival Committee with a certificate showing that they are adequately insured. MainStreet Roswell/UFO Festival Committee must be listed as a certificate holder AND additional insured. Vendors with display booths, food booths, or selling general merchandise must carry \$1,000,000 liability coverage. Vendors with rides or other

KEEP THIS CONTRACT FOR YOUR RECORDS

physical activities must carry \$2,000,000 liability coverage. Certificates not listing MainStreet Roswell/UFO Festival committee as ADDITIONAL INSURED are not valid. Insurance agents or Vendor may email certificates to the MSR office at info@mainstreetroswell.org. Please note that the City of Roswell also has a clause for you to have insurance that names them as a certificate holder AND additional insured.

C. LICENSES/INSPECTIONS

ALL Vendors must obtain a business license from the City of Roswell to display at their booth. Booths and/or Vendors are subject to any license, permits, or inspections as required by any governing agency pertaining to their sales. Vendors should be aware EID, Fire Marshall and other inspectors may inspect booths, trailers, and displays for compliance. Electric cords, cooking hoods, sanitation practices and general operation should all be prepared for inspection. Food booths are required to properly dispose of grease. Residential grade appliances shall not be used in food booths. Commercial grade refrigerators, freezers, and any appliance used to hold food at safe temperatures are REQUIRED. Food Manager's Certificates and Food Handler's Cards may be checked. Regulating agencies will be on site to verify compliance. It is the Vendor's responsibility to know and follow all requirements. Refunds will not be issued due to non-compliance.

D. VENDOR EXCLUSIVITY

The UFO Festival committee strives to not only offer a unique and diverse Festival experience to our patrons, but will also make every effort to provide a successful venue to our vendors. In this regard we will always limit the number of vendors with similar products. While it is our intent to keep our vendors as exclusive as possible, we will not allow any vendor to have a monopoly on any product and absolute product rights will not be granted or enforced by the UFO Festival Committee. Vendors participating in the UFO Festival can assist the Festival staff in keeping like products to a minimum by specifically listing all products on the contract. Be sure to provide a complete description of the items you will be selling.

Vendors offering items that reflect our theme (UFO's, outer space and aliens) will get priority placement. All food vendors are required to name (or rename) at least one menu item to tie in with our theme. This can be as simple as renaming a drink from lemonade to 'Sweet & Sour Saturn Juice', or as complex as coming up with a unique and exclusive menu item, the premiere of a new menu item.

Items bearing the official UFO Festival logo from this year or past events is prohibited without express written permission from the UFO Festival Committee. Merchandise that infringes on the copyright or intellectual properties of other people or corporations will not be permitted.

E. PERFORMANCE DEPOSIT - HOURS

All Vendors must submit a \$100.00 PERFORMANCE DEPOSIT ON ALL SPACES, NO EXCEPTIONS! This deposit is submitted as a guarantee from the vendor to operate during all Festival hours and to comply with all rules and regulations as outlined in the contract. The deposit will be returned upon completion of the Festival providing the Vendor is in compliance at all times and have their area inspected before departure. Failure to adhere to hours, pass procedures, displaying or selling prohibited items, or cleanup of booth space may result in loss of performance deposit. Non-profit Vendors, Vendors affiliated with the Festival or providing services for the Festival are also subject to the performance deposit and must comply with all rules. Performance deposits from the previous year

may be applied to the next years' booth fee. Rolled over performance deposits are non refundable. A new performance deposit must be submitted yearly. It may take several weeks to process the return and mailing of performance deposits after the event.

Many of the exhibitors will be allowed to set up beginning Thursday, July 2 (depending on the location of the booth). Regular setup will begin Friday, July 3 at 7 a.m. All Exhibitors/Vendors must remain open during the hours of the Festival. Failure to remain open or early departure will be a violation of this contract. Hours of the Festival will be strictly enforced. If the Vendor is not present or the booth is not operational from opening to close, the performance deposit will be forfeit and first reservation option for next years' Festival will not be honored.

UFO FESTIVAL HOURS (required hours of operation)

Friday, July 3, 2020 12 p.m. - 10 p.m.

Saturday, July 4, 2020 10 a.m. - 10 p.m.

Sunday, July 5, 2020 10 a.m. - 3 p.m.

Any vendor not in place by 12 p.m. opening day will forfeit all monies paid and space will be leased to a new Vendor. Vehicles may be used to transport your equipment and supplies to your booth prior to 11 a.m. on Friday and prior to 9 a.m. on Saturday and Sunday. NO EXCEPTIONS!. Your vehicles must be removed from the Festival area and parked in the designated parking area by 11 a.m. Friday and 9 a.m. Saturday and Sunday. YOUR PARKING PASS MUST INCLUDE YOUR PHONE NUMBER, BOOTH NAME AND NUMBER. We will tow any vehicles, at owners expense, if they do not display the Vendor pass with the required information.

No overnight parking is permitted. The City does have a few RV spots without wet hookups available. You need to contact Stephanie Merrine at 575-637-6242 (s.mervine@roswelol-nm.gov) for information. This is an all-weather event. No refunds will be given due to bad weather conditions before, during, or after the 2020 UFO Festival.

ABSOLUTELY NO SUBLEASING OF SPACES.

F. INDEMNIFICATION

Exhibitor/Vendor shall indemnify, defend and hold harmless the Roswell UFO Festival Committee, MainStreet Roswell, including its officers, members, agents and employees from any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings and causes of action of every kind and nature arising out of or in any way connected with Exhibitors/Vendors activities at the Roswell UFO Festival. The UFO Festival Committee will not be responsible for any loss of goods or property by theft, fire, rain, accident or force of nature.

G. CANCELLATION POLICY

Refunds will be made under the following provisions:

- Cancellation on or before May 15, 2020 receive 100% refund
- Cancellation between the dates of May 16 & June 1 receive 50% refund
- Cancellation on or after June 2, 2020, all monies are forfeit.



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VENDOR APPLICATION & CONTRACT

July 3-5, 2020



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"/> 10X10 booth \$325 per space before March 31 \$350 per space March 31 – May 15 \$400 after May 15 (if spaces are still available) <input type="checkbox"/> Arts/Crafts/Merchandise <input type="checkbox"/> Food/Beverage <input type="checkbox"/> Games/Attraction <input type="checkbox"/> Display/Information	<input type="radio"/> Non-Profit \$150 per space <input type="checkbox"/> Arts/Crafts/Merchandise <input type="checkbox"/> Food/Beverage <input type="checkbox"/> Games/Attraction <input type="checkbox"/> Display/Information	<input type="radio"/> Restaurant Row \$425 per space before March 31 \$450 per space March 31 – May 15 \$500 after May 15 (if spaces are still available) BE SURE TO COMPLETE THE RESTAURANT ROW PAGE WITH A SKETCH AND POWER REQUIREMENTS
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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 10x10 booth require Electricity? No Yes (those needing electricity must supply their own 100 foot HEAVY DUTY outdoor extension cords. 4500 watts maximum)

RETURN WITH LICENSES, PAYMENT & INSURANCE CERTIFICATE

