



MAIN STREET ROSWELL

PO Box 1328 | Roswell, NM 88202

ed@mainstreetroswell.org

Questions? Please contact us 575-914-8017 or 575-208-8238



ROSWELL, NEW MEXICO

2024 VENDOR AGREEMENT

ONLY Return Pages 1 & 2 to MainStreet Roswell & keep pages 3, 4, 5
Vendor Information/Rules

CONTACT INFORMATION: (Please print legibly)

Company/Business Name: _____

Mailing Address: _____

City, State, Zip: _____

Name of Primary Contact: _____

Contact Phone (Required): _____ Cell # _____

Email Address (Required): _____

Alternate Contact: _____ Cell# _____

Please give a full-detailed description of your products or items being sold, (use a blank sheet of paper if needed).

No deposit required. _____ I agree to clean my vendor area and trash prior to leaving the location. Any vendors who do not clean up after themselves will be charged a \$100 cleaning fee. If vendor fails to pay cleaning fee, they will no longer be invited to any Main Street event in the future.

____ Vendor 10 x10 space
\$200 festival fee – due by June 15, 2024. 3 days (July 5, 6, 7)

____ Food truck (Food Preparation on site)
\$300 festival fee - due by June 15, 2024 - 3 days (July 5, 6, 7)

Description of trailer (if used) _____ License Plate # _____

Size of Trailer: _____ Window on: ___drivers side ___passenger side

We will do best to put you in your preferred location.

List your 1st and 2nd location choice

____ Chaves County Courthouse lawn (limited space) _____ Pioneer Plaza

____ On Main Street (400 block, 300 block, 200 block, 100 block)

Convention Center – food truck/ vendor space - contact Elaine at 575-626-2640/ roswellgalaction.com

**** Location placement will be at the discretion of the event coordinators.**

**** If you are unable to attend, there will be no refunds on booth space after June 19, 2024**

Payment in full is due when submitting this application.

Method of Payment:

- PayPal to info@mainstreetroswell.org
- Check/Money Order (payable to MainStreet Roswell)
mailed to: PO Box 1328, Roswell, NM 88202
Or drop off at: 105 W. 3rd Street, Suite 420, Roswell, NM 88201 (call 575-914-8017)
- Square – invoice will be emailed

Completed application can be:

Emailed to: ed@mainstreetroswell.org

Text to 575-914-8017

Mailed to P.O. Box 1328, Roswell, New Mexico 88202

Return the following to MainStreet Roswell:

- Tax ID # _____
- Certificate / Rider of Insurance
- Signed Agreement
- Payment
- Food Permit** – if applicable. Food Permit license must be affixed in booth area and a copy provided to MS Roswell
- City of Roswell Permit – Deadline to submit permit – **June 17, 2024**. For more information call the City Permit office at 575-637-6280

I understand that:

- The AlienFest is a rain-or-shine event and that fees are non-refundable.
- Signed Vendor Agreement & Full payment is required to reserve my space.
- Failure to follow the rules and regulations of this event can result in my booth being closed at the discretion of festival organizers. Not abiding by these rules may result in your agreement being cancelled and forfeiture of your deposit.
- All fees and any required certificates or permits must be submitted before I am approved as a vendor.

I have read & agree to all the Rules specified on all 5 pages of the Vendor Agreement for the 2024 AlienFest.

PRINTED NAME:

SIGNED NAME

DATE

VENDOR RESPONSIBIITY AND LIABILITY: The vendor assumes the entire responsibility and liability for:

- Losses, damages, and claims arising out of injury for his/her own personal property or party.
- Damages to the vendor’s displays, equipment for other property.
- The vendor agrees not hold liable or responsible in any way or form MainStreet Roswell, its employees, event coordinators, guests, volunteers, and participants against any and all claims or expenses for such losses arising out of the performance of this agreement.

The MainStreet Roswell event coordinator reserves the right to refuse any application without explanation – in this case, the fee will be refunded. All rules published and provided here within the “Rules” by the MainStreet Roswell Events coordinator must be followed by each vendor applicant.

2024 UFO/ALIENFEST VENDOR INFORMATION AND RULES

FESTIVAL HOURS:

EVENT HOURS:

Friday, July 5th, 12 noon – 10 p.m.

Saturday, July 6th, 10 a.m. - 10 p.m.

Sunday, July 7th, 10 a.m. – 5 p.m.

Vendors are required to be open full event hours

SERVICES AND PRODUCT GUIDELINES

- Exhibitors will be juried to assure no duplication of products, foods or merchandise within the same location
- Exhibitors must be present and open for business during the festival hours
- Exhibitors may only sell products identified in the application and accepted into the festival

SET UP AND TEAR DOWN

- FOOD VENDOR / TRUCK SET UP: Friday, July 5th from 8am – 12noon
 - **No food sales until Friday, July 5th, 12 noon**
- NON-FOOD - VENDOR SET UP: Friday, July 5th from 8am – 12 noon

VENDOR / FOOD TRUCK RENTAL FEES

- VENDORS – 10 x 10 space. Larger spaces will be priced accordingly
FEE: \$200 one-time fee / + \$100 refundable deposit (\$300 due on or by June 14, 2024). Multiple spaces may be discounted.
- *FOOD TRUCK* - Food truck (Food Preparation on site)
FEE: \$300 one-time fee + \$100 refundable deposit (\$400 due on or by June 14, 2024)

****There will be NO refunds on vendor spaces after June 21, 2024**

Deposits will be mailed within 10 business days after the event. Print your name and address clearly on Vendor application.

Deposits will **NOT** be refunded if: 1) Vendor/ Food truck does not remain open for all event hours. 2) If vendor does not clean up their area(s). Vendors are responsible to pick up and clear trash in their area. Trash should be thrown in the roll-offs located behind the County parking lot, DO NOT use the public 55-gallon trash cans.

BOOTH INFORMATION (non-food)

- Booth Reservation & Assignment:** The MainStreet Roswell event committee will measure, grid, number and assign the spaces in conformity with its own plan. Booths will be assigned as applications are received, to vendors based on date of submission, **FIRST COME FIRST SERVE**, location requested and items being sold to ensure a variety of products will be available in multiple areas. Vendors may not trade spaces, and may not move to another location without approval from the event organizer.
- **Booth Space:** Booth spaces measure 10 ft by 10 ft. Vendors are responsible for bringing their own tents, tables, and chairs. All equipment must be secured safely and be properly functioning. The event organizer has the right to ask that unsafe equipment be removed.
 - **Booth Materials:** All materials must be fire retardant and/or sprayed with fire retardant chemicals.
 - **Lighting:** Participants are responsible for their own task/work lighting within their tent/space.
 - **Set up / Teardown:** Street set-ups – Vendors will not be permitted to drive onto the event site to load or unload vehicles until the streets are closed and free of pedestrians. Vendors must be completely set up 1 hour prior to event on Friday, July 5th by 12 noon.
 - **Electric Service:** No electricity will be provided. Vendors must supply their own power source (See Generator Guidelines below)

1. **Trash:** Vendors are responsible to pick up and clear trash in their area before and after each day. Trash should be thrown in the roll-offs located behind the County parking lot, behind Pioneer Plaza, behind the UFO Museum, and on East 3rd Street. **DO NOT** use the public 55-gallon trash cans. Event Committee will provide volunteers for continuous trash pick and collection; however, you must maintain the immediate area of your booth / food truck so that it will be free of trash and safety hazards.
- **Tie-downs:** Each tent must have weights and tie-down straps (40 lbs. each) on all 4 corners of tent to prevent any danger due to high winds. Tent top must be tethered to each leg.
- **Materials:** No equipment, materials or supplies will be provided.
- **Ice:** Ice will be provided to purchase at the event. Cash only.
- **Food Preparation:** No home-prepared foods will be permitted.
- **Parking:** Vendors may park in front of the Chaves County Courthouse or Pioneer Plaza **ONLY** to load or unload merchandise. Designated parking areas are available in the Chaves County parking lot on Virginia Avenue between 4th & 5th Streets, on Saturday & Sunday, in the Bank of America parking lot off of 5th Street, City lot behind Pioneer Plaza, Handicap (with tag) parking located West behind the Visitor's Center. City parking also available to the south of the Chamber of Commerce, and off of Virginia Avenue between 4th & 5th Streets.

CERTIFICATION/ INSPECTIONS

- **Certifications:** Food vendors must have a valid food permit from the State of NM Environmental Department, as well as food-handlers certification
- **Inspections:** All food vendors must have an inspection by the Roswell Fire Department, Fire Marshal's Office and the New Mexico Environment Department field office and New Mexico LP Gas Inspection.
Any fees for these inspections are the responsibility of the vendor.

INSURANCE

- All Vendors must maintain insurance and shall supply a certificate of insurance to MainStreet Roswell evidencing insurance coverage, no later than June 14, 2024.

LICENSE, PERMITS AND GROSS RECEIPTS TAX

- All vendors must have a City of Roswell Business License
- Vendors are responsible for all appropriate licenses and permits for their operations.
- Required permits and licenses must be available during the event & properly posted.

RULES:

1. It is the Vendors 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. ***Safety regulations will be checked and monitored by the City of Roswell and the State of New Mexico***
2. Vehicles will not be allowed to drive on to the grounds of the Chaves County Courthouse.
3. No overnight parking is permitted. Vehicles may be towed if they are parked overnight.
4. Due to ongoing event entertainment, music, loudspeakers or any other forms of sound equipment will not be permitted in the vendor area.
5. Generators: No electricity or power will be provided. All vendors needing power must bring their own in-house compliant generator. Extinguisher: ABC rated fire extinguisher and easily accessible.
6. This is a family-friendly event, if a vendor is selling items that are vulgar or inappropriate in any way, the MainStreet Roswell Events Committee reserves the right (at their discretion) to restrict these items and to shut the booth down and Fees **WILL NOT** be refunded. Merchandise that infringes on the copyright or intellectual properties of other people or corporations will not be permitted.
7. ABSOLUTELY NO SUBLEASING SPACES
8. This is an all-weather event. No refunds will be given due to bad weather. Vendors are encouraged to purchase festival insurance to cover damages or weather-related cancelations. MainStreet Roswell Events Committee is not responsible for damages or cancelations due to weather.
9. SECURITY: Vendors are responsible for the security of their own property and equipment at all times. While limited security personnel will be on duty during the weekend, no security personnel will be assigned specifically to vendors. MainStreet Roswell, City of Roswell nor the MainStreet Roswell Event Committee will not be held responsible for loss, theft or damage to any property left on the event grounds at any time. While the MainStreet Roswell Event Committee will make all reasonable efforts to maintain security throughout the event, it will not accept responsibility for any lost or damaged property.

GENERAL INFORMATION

- **SOLICITATION:** Vendors are prohibited from soliciting outside of their assigned booth space. Literature is prohibited from being placed anywhere on the grounds.
- **PROHIBITED ITEMS:** Items not allowed for sale or distribution include but not limited to: tobacco, drug or alcohol related items; sexually-explicit or adult-themed material; any material that advocate sexism, racism, violence, profanity or that are discriminatory, intolerant or violent in content (at the discretion of the event committee).
- **DRUGS/ SMOKING / ALCOHOL:** No smoking, alcohol or illegal drugs will be permitted on site.
- **FOOD/BEVERAGES:** Only approved concessionaires may sell ready-to-eat food or beverages.
- **SECURITY:**
- **ANIMALS:** Animals are not allowed in vendor booth. Exceptions will be made for service animals.
- **STORAGE:** There will be no storage allowed outside the booth space for any supplies, equipment or inventory.
- **RAFFLES / BODY MODIFICATION:** Vendors are not allowed to conduct raffles. Vendors are prohibited from offering any type of body modification, such as piercing, tattooing. These are not permitted at the festival.