



Southern NM State Fair & Rodeo
PO Box 1145
Las Cruces, NM 88004

January 6, 2018

Dear Potential Vendor,

Each year the Southern New Mexico State Fair and Rodeo is host to over 22,000 people from Dona Ana, Otero, Sierra, Luna, Hidalgo, Catron, Socorro, Grant and El Paso Counties. You, the vendors, play a critical role in the success of that attendance. We are looking forward to another great year and would like to invite you to join us in 2018. Fair dates will be September 26 - 30.

The Southern New Mexico State Fair & Rodeo Board continuously strives to make improvements in order to remain a top event in the state. We ask that you provide insight on how to further improve our event. Everyone's input contributes to making decisions that will better all the divisions of the fair.

Please review all of the attached documents. **There have been changes to the vendor contract, fee structure, insurance, hours of operation and other relevant information.** If you have any questions feel free to contact us at 575-524-8602.

We look forward to getting your application!

Thank you,
The Southern New Mexico State Fair and Rodeo Board

Contact Information

SNMSF&R Vendor Department
PO Box 1145
Las Cruces, NM 88004
vendors@snmstatefairgrounds.net

Travis Brown
Fair Manager
575-636-7098

2018 Vendor Application

Application also available at <http://www.snmstatefairgrounds.net/vendors.html>

Fair dates- September 26 to September 30, 2018

Booth Name _____

Vendor Name _____

Email _____ Phone _____

Address _____

State _____ Zip Code _____

If eligible to receive a refund on your deposit (check one)

Apply the deposit to my contract for the following year

Make refund check payable to _____

PLEASE SEE VENDORS PROCEDURES FOR FEES AND OTHER IMPORTANT INFORMATION

Payment in full by May 31 secures priority for prior year's location if
returning vendor

* Place size of booth on desired location *

Special Events Building _____

Outdoor Non Food _____

Outdoor Food _____ (include menu with application)

Trailer dimensions if applicable: Length with hitch _____ Width _____ Height _____

Purchase insurance from SNMSFR: Yes / No (circle one)

Details on electricity needed on vendor space: _____

Water connection needed for vendor space: Yes / No (circle one)

Number of additional fair admission tickets needed: _____

RV Space (Limited space): Yes / No (circle one) Size of RV _____

Requests to move locations from prior year and or requests by new vendors for specific
areas will be given priority based on date of full payment.

Applications may be mailed to: SNMSFR
PO Box 1145
Las Cruces, NM 88004

or emailed to:
vendors@snmstatefairgrounds.net

Information and Procedures

The following procedures must be followed. Violation may cause cancellation of contract and forfeiture on all monies as well as expulsion from the fair grounds. Your vendor space will not be able to be removed until the fair ends.

Vendor Space Rental Costs

10X10 Special Events Bld. - \$200.00 + \$200.00 Refundable Deposit
\$20.00 per additional foot of frontage over a 10 x 10 space

10X10 Non Foods Outdoor - \$300.00+ \$200.00 Refundable Deposit
\$30.00 per additional foot of frontage over a 10 x 10 space

10X10 Foods Outdoor - \$400.00 + \$ 200.00 Refundable Deposit
\$40.00 per additional foot of frontage over a 10 x 10 space

10X10 Non Profit - \$100 + \$200.00 Refundable Deposit (must provide proof of 501 C3)

Insurance

Fair insurance is \$125.00 for a specific location. There is an added charge of \$60.00 for each additional separate location.

If not purchasing insurance through the fair, a copy of your insurance certificate must be provided prior to September 15, 2018. A Certificate for liability in the amount of \$2,000,000.00 is required.

Your insurance certificate must name Southern New Mexico State Fair & Rodeo as additional insured. (Po Box 1145 Las Cruces, NM 88004)

RV Spaces

RV Space \$110.00 (LIMITED SPACES AVAILABLE, FIRST COME FIRST SERVE)

*includes water and electric

Fees and Late Charges

A \$35.00 FEE will be applied for any returned check.

FULL PAYMENT DUE BY SEPTEMBER 1, 2018. A \$50.00 late charge will be applied if not received by said date.

Extra Fair Admission Tickets

Vendors will be provided with a maximum of 25 tickets for themselves and their workers. All additional tickets must be purchased at \$6.00 each. ONE ticket gets ONE vendor into the main/front gate a single time. Tickets are NOT to get a vehicle onto the grounds nor to park on the grounds.

Gate Entrance and Parking

Vendor vehicles will be let in and out through the East Gate before and after fair operating hours for loading/unloading and restocking. No vendor vehicle will be let onto fair grounds after the fair is opened unless authorized. All vehicles must be off the grounds by 8:45 a.m. each morning.

No Vendor Parking Passes- Parking for vendors will be outside the gates in the main parking lot. Unauthorized vehicles parked on the grounds after the fair opens may be towed at the vendors expense. Towing charge must be paid directly to the towing service to recover vehicle.

Vendors who purchase an RV space cannot park their personal vehicle next to their RV space due to limited space in the RV area.

Vendor Supplies

All supplies including food may only be transported onto the fair grounds by vehicle before and after fair hours. Vehicles must enter through the East Gate.

If you need to bring in supplies or food during fair hours, a non-motorized device must be used to transport supplies through the front gate.

Fair personnel will provide golf cart shuttle services between the hours of 9:00 – 12:00 and 3:00 – 6:00 from a designated location in the front/public parking lot. This service will be first come first serve and is dependent upon the availability of personnel.

Ice and Beverages

Ice will be sold by ice attendees who will be driving around the fair grounds. You may also call in your order at the fair office.

Pepsi will be our exclusive beverage provider. Vendors will only be able to sell the sponsored products that are bought from the SNMSF&R. No other product will be allowed to be brought in to include bottled water.

Beverages that are not sold by the sponsored provider will be limited. If you have a beverage you would like to sell which is not available through our beverage provider you must include the beverage on the menu provided with your application.

Weather

The Fair Manager or his/her designee has the discretion to allow the grounds to stay open during inclement weather. All vendors must remain open unless allowed to close. Failure to remain open is cause for loss of deposit.

There will be no refunds for inclement weather.

Menu

A menu or list of products must be submitted with your application. If a product is not approved, you will be notified.

There will be no debate or exceptions on the approved menu due to limitations being made. During the fair you may **NOT** add items to your menu. You may only sell those items on your approved menu.

Each item or specific food may be limited based on a first come first serve basis.

Prohibited Items

Firearms, toy guns, air guns, paint ball guns or any similar product may not be offered for sale or be placed on display.

Products containing vulgar language, nudity, ethnic or religious slurs or similar material may not be offered for sale or be placed on display.

The Fair Manager has final authority to determine the appropriateness of any item being offered for sale or display. Failure to comply with a request to remove an item is grounds for immediate closure for the remainder of the fair.

Set Up Times for Vendors

Set up for outdoor booths begins at 8:00 am on Monday and/or Tuesday. Vendors must be prepared to open by 10:00 am on Wednesday unless otherwise authorized by the Fair Manager. All vehicles must be OFF the grounds and outside the gates by **8:30 a.m.** on Wednesday.

Special Events Building set up will begin at 8:00 am on Thursday. All booths must be prepared to open by 1:00 pm on Friday unless otherwise authorized by the Fair Manager. Vehicles may enter through the East Gate prior to 8:30 am. Vehicle entry and exit after 8:45 am must be coordinated through the Fair Manager.

All vendors are required to park in the front/public parking lot and enter through the Main Gate unless authorized by the Fair Manager.

Vendor space

All vendors must be open during operation. If you are closed during hours of operation you may not be allowed to re-open and your deposit will be forfeited.

Vendors cannot change their assigned space unless authorized by the Fair Manager.

Booths must be neat in appearance and be made of quality materials. (Fair reserves the right to reject any booth that is not of quality appearance with no refund on fees paid).

We have security personnel in and out of uniform patrolling the fairgrounds continuously. However, vendors are responsible for the protection of their property and the Fair is not responsible for security at individual spaces.

Vendors must furnish all materials necessary to connect water and electricity for their space. All materials and equipment furnished by the Fair for utility service orders remain Fair property and are to be removed by the Fair at the close of the event. Should a vendor damage or break the Fair's connection, the vendor is responsible for the cost of repair or replacement.

Grease and Waste Water

Drain lines shall not discharge or allow discharge of any wastewater or grease on the ground, around or under buildings or otherwise create a nuisance and hazard.

Clean-up of any accumulation of wastewater will be discarded in available containers. This will be strictly enforced. Vendors must provide grease containers. If there are any grease stains after fair, deposit will not be refunded.

Vendor Deposit

Eligibility to receive a refund is at the discretion of the Fair Manager. If eligible for a deposit refund, a vendor may apply the refund to next year's contract or may receive a check via mail.

Deposit must be received to reserve space at the Southern New Mexico State Fair & Rodeo.

Pets

Only qualified service animals (including seeing-eye dogs), livestock on exhibit or trained animals for scheduled acts will be permitted on the fairground.

Raffles and Drawings

All drawings, give-away offers, free registrations or similar inducements must be approved by the Fair prior to the Wednesday opening. Under no circumstances may vendors use the name or implicate the Southern New Mexico State Fair & Rodeo in a promotion of any type.

Drugs and Alcohol

Drug and alcohol use is prohibited by vendors or personnel associated with a vendor's operation. Those found in violation of this section will be escorted off the fair grounds and may be prohibited from returning the following year.

Deliveries

Packages delivered by UPS, FED EX, etc., must be picked up at the fair office. Delivery with COD must receive prior approval by the Fair Manager and have payment in the form of certified check, money order or cash for the delivery prior to arrival.

If it is necessary for a package to be delivered before the start of the fair, arrangements must be made with the Fair Manager prior to shipping.

The Fair or its employees and volunteers are not responsible for lost, damaged or returned packages.

Electrician

The Fair's Electrician reserves the right to refuse to connect service to a booth that is not safe or wired according to code. Under no circumstances shall anyone other than the Fair electrician make electrical connections to distribution panels. The electrician will be available during business hours to connect or repair any issues with the power system, but shall not repair or adjust any appliances or equipment.

Courtesy to Others

Vendors must be courteous to fair patrons, other vendors, fair board member, fair manager, anyone volunteering, or hired by the fair. Any vendor that is disrespectful to anyone may be removed from the grounds.

Security

Security personnel in and out of uniform will be patrolling the fairgrounds continuously. However, vendors are responsible for the protection of their property and the Fair is not responsible for security at individual spaces.

Move Out & Tear Down Schedule

Tear down may not begin until the fairgrounds closes Sunday afternoon unless authorized by the Fair Manager. Vehicles will not be allowed on the grounds until 30 minutes after closing or until determined safe.

CRS #

Every vendor must have a CRS # before obtaining permits and licenses. Contact the New Mexico Taxation and Revenue Department to obtain a CRS #.

NMTR - Las Cruces Office
2540 El Paseo Building 2
Las Cruces, NM 88004
575-524-6225
www.tax.newmexico.gov

Vendor License

Every vendor must obtain a business license from Dona Ana County prior to the fair. Contact the County Clerk's Office for information related to business license requirements.

County Clerk's Office
845 N. Motel Blvd.
Las Cruces, NM 88007
575-647-7421

Food Handlers Permit

All food vendors must meet health requirements to obtain a food license. You can obtain a license through the New Mexico State Environmental Department. Please contact them directly if you have any questions at 575-288-2050. Get more information at www.env.nm.gov. Also, the application is on the fair web site under Temporary Food Service Permit.

Propane Tanks

The purpose of the the New Mexico Regulation and Licensing Department is to provide protection of life and property. Please see the Southern New Mexico State Fair & Rodeo website to download the rules and regulations of LP Gas. If vendor does not have access to fair website and would like a copy, contact fair office at 575-524-8602 to have a copy emailed or mailed. Please also see Fire Safety Guidelines on website to obtain additional important information on propane tanks.

Fire Safety

Listed below are just a few important guidelines for fire safety. For detailed information, download and print the Fire & Emergency Service guidelines from the fair's website. If unable to obtain a copy through the website, contact the fair office at 575-524-8602. If you have more questions on the guidelines, contact Arturo Herrera at 575-635-7350.

Fire Safety-Outside Food Vendors

Smokers or grills must be 10 ft away from any building (Special Events Building) and 5 ft from the tent.

Main Street-Smokers or grills cannot be directly under a tree. They must be 5 ft from under a tree.

Vendors that are not next to the Special Events Building, must keep grills, smokers, etc... 3 ft. from tent.

Electric plates must be 3 ft. from netting

Fryers may not be placed on tarps

Hours of Operation

Vendors must be open during all hours of operation. Failure to comply may result in loss of deposit and removal from the fair grounds.

Outdoor Vendors

Wednesday – Thursday	10:00 am to 10:00 pm
Friday	10:00 am to 12:00 am
Saturday	9:00 am to 12:00 am
Sunday	9:00 am to 6:00 pm

Vendors have the option of opening at 9:00 am Wednesday – Friday

Special Events Building

Friday	1:00 pm to 10:00 pm
Saturday	10:00 am to 10:00 pm
Sunday	10:00 am to 6:00 pm

The Southern New Mexico State Fair Board and Staff have the right to remove any vendor from the grounds at any time.

By signing below you acknowledge you have read the fire safety guidelines on the fair website and will adhere to the guidelines as applicable. You further agree to the above rules and guidelines provided in this document and acknowledge the Southern New Mexico State Fair and Rodeo or their designee have full authority to interpret and apply these rules as deemed appropriate.

Print Name _____

Signature _____ Date _____