

2016 Freedom Days

VENDOR Registration Form

Organization or Business Name: _____

Contact Person: _____

Phone: _____ Cell Phone: _____

Address: _____

City/State/Zip: _____

Email Address: _____ Fax: _____

Describe all items that will be sold. If food, a specific list must be included: _____

If needed, list special needs and considerations. Refer to Rules & Regulations #5: _____

REMINDER: Vendors selling the same items will be limited and accepted according to a first come, first served basis.

VENDOR SPACE FOOTPRINT - REQUIRED

To ensure that adequate space is mapped out for your needs, a drawing of your **complete vendor unit** is required. Use the space provided below or attach a sketch. Include dimensions for canopy tents, vehicles (hood to hitch), food trucks and trailers. Note location of vending windows for customer line-up. Please label all elements that will remain within your vendor space during Party in the Park. This includes: tents, generators, and inventory space. Remember, vehicles unless a food truck more than likely will not be allowed to stay on the grass during the event.

Payment Chart

	12' x12' Space (One Canopy Tent)	Space Up to 25' or Food Truck (tent plus inventory space)	June 17 th Early Registration Discount	Parade Vending
Non-Profit	\$40	\$70	-\$10	\$15
For-Profit	\$70	\$100	-\$25	\$25

No REFUNDS

TOTAL AMOUNT ENCLOSED: _____

VENDOR RULES & REQUIREMENTS

1. In an effort to provide optimal sales for vendors we limit similar vendors on a first come, first served basis
2. If your space will be larger than a single 10' x12' tent or a food truck, please select "Space Up to 25'" and include your space dimensions to ensure adequate space is secured for you.
3. Participants will be required to provide their own electricity.
4. Vendors selling food or drinks must have a Farmington business license and current EID food permit. Both must be included with application and displayed at booth. You can contact the EID at (505) 566-9741 or at 3400 Messina Drive, Suite 5000 in Farmington to obtain a permit. Proof of liability insurance is also required with your application, **see enclosed City requirements.**
5. If you have special needs regarding space, access to water or location, it must be noted with your application.
6. Inflatables and water tanks are not permitted on grass, please note size and presence of any inflatable devices to ensure proper locations of your vendor space.
7. Insurance Requirements: All vendors with food, rides or vehicles onsite are required to provide proof of liability insurance. See the enclosed requirements. Proof of liability insurance must be submitted with your application.
8. After unloading, all vehicles must be moved outside of the park. Vehicles left in the park after 10am will be towed at owner's expense.
9. If you will be loading and unloading on City of Farmington property, proof of vehicle insurance and registration is required with your application.
10. Vendor space location and size will be mapped out according to the dimensions and special needs you note on application.
11. Vendors with a larger set-up than specified will not be permitted to set-up. If adequate space is available, after all vendors have arrived, a new location will be assigned and additional fee will have to be paid onsite if applicable.
12. Non-profit organizations must provide proof of non-profit status with registration form.
13. To secure your space all required documentation, a completed and signed application with full payment must be submitted.
14. **You must agree to be set-up by 10:45am. and remain set-up until 5:30pm. Absolutely no vehicles will be allowed to drive on or off the grass until 5:30pm. This will be enforced, no exceptions.**
15. **Register by June 17, 2016 to be eligible for the Early Registration Discount.**

Enclosed is my check or money order in the amount of \$_____ which is my vendor fee. I have read and agree to abide by all rules and requirements set forth by the Freedom Days Committee and City of Farmington. I understand the importance of noting vendor space size and listing the items which will be sold from my booth. I further certify that I will have all proper insurance, licensing and permits necessary in effect for July 4, 2016.

Signature of Vendor

Date

Please make checks / money orders payable to: Farmington Convention & Visitors Bureau.

Return to: Farmington Convention & Visitors Bureau
3041 E. Main St., Farmington, NM 87402

DEADLINE FOR REGISTRATION –JUNE 30, 2016