

March 29, 2017

We cordially invite you to participate as a vendor in two events that will be held during the 31st Annual Freedom Days celebration. We are expecting a great turnout and hope that you will join us! **In an effort to improve the vendor experience at Freedom Days, this vendor packet features important sections and rules / requirements. Please read thoroughly, reviewing the enclosed insurance & permit requirements.** Party in the Park is a growing event and we have made changes to create the best experience possible for vendors, sponsors and attendees. Thank you!



WHO: This invitation is extended to any for-profit or non-profit organization wishing to participate by selling food or other items, performing or presenting demonstrations.

WHEN: **Tuesday, July 4: 11am - 5:30pm, Party in the Park** at Brookside Park.
Tuesday, July 4: 7pm - 10:30pm, Electric Light Parade in Historic Downtown Farmington.

DEADLINE: Early Bird Registration Discount ends at 4:30pm on **June 16, 2017**
All entry forms must be received by 4:30pm on **June 30, 2017**
No Refunds.

NOTE: This is the Vendor Application for Party in the Park and the Parade. To enter a float or group to appear in the Parade, contact the Farmington Chamber of Commerce, (505) 325-0279.

EVENT DETAILS

Party in the Park

- Vendor set up time is from 7am to 10am on Tuesday, July 4th. Please arrive early to unload for set-up and remove your vehicle to an outside parking area. No large vehicles will be allowed on the grass per City of Farmington regulations during set up and most vehicles will NOT be allowed to stay as part of your vending area. Also, line up will be at the gate on Brookside Drive and vendors will be allowed inside the park upon approval. If the line becomes long, the line will be moved to Brookside South in front of Kiddieland.
- For pedestrian safety, vehicles are not allowed to park inside the park after 10am. Police assistance is being provided by the City of Farmington to enforce this safety regulation. Vehicles left in the park after 10:30am will be towed at owner's expense.
- Setting up the night before is not allowed.
- Your vendor location will be assigned to you the morning of the event and be determined on a first come first served basis. Vendors will be escorted to your assigned spot to avoid damage to sprinkler heads.
- The City of Farmington is not allowing tents to be anchored down with stakes, as sprinklers have been punctured by them and lawn mowers have been damaged by those left in the ground. Please use weights.
- **NEW: Food vendors, new health permit guidelines have been put into effect. Please be sure you are in compliance with all current state health laws.**

Electric Light Parade

- Vendor set up begins at 7pm, breakdown must be completed no later than 11pm.
- Once registered, an Official Freedom Days Parade Vendor sign will be mailed to you.
- A map indicating your assigned vendor location for the parade will be mailed to you the week of **June 26, 2017.**

We hope that you will consider participating in Freedom Days events, it can be a wonderful fundraising event for your non-profit organization and a great opportunity to expose your business or products to a new audience. Estimated attendance is typically between 6-8,000. If you have questions, please feel free to contact the Party in the Park Coordinator, Scott Smith, at (505) 402-8310.

Sincerely,

The 2017 Freedom Days Committee

2017 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 16 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 16, 2017 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, 2017.

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, 2017

Rules and Regulations established by the City of Farmington's Parks, Recreation and Cultural Affairs Department.

This is a portion of the Rules and Regulations document. Please call the City's Parks Reservation line for a copy of the full document or with questions: 505-599-1400.

FOOD VENDORS

The applicant must provide the following documentation:

- 1. City of Farmington Business License** (unless waived for City-sanctioned event)
 - a. A New Mexico CRS number is required. To obtain a CRS number, contact the New Mexico Taxation and Revenue Department at 3501 E. Main Farmington, New Mexico or call 505-325-5049.
- 2. State of New Mexico Environment Department Permit or Waiver**
- 3. Certificate of Liability Insurance for \$1,000,000** (unless in possession of a valid Environment Department Waiver).
 - a. Policy must cover dates of event.
 - b. If applicant is a non-profit youth group and/or possesses a valid State of New Mexico Environment Department waiver, applicant may apply for a waiver of insurance after exhaustion of applicant's national, state, and local organization insurance coverage resources, if any.
- 4. Certificate of Automobile Insurance** For mobile concessions where concession is not part of vehicle, or where concession remains stationary throughout the event, applicant will provide proof of insurance (as required by state law) on any vehicle used to transport concession stand/supplies/etc. to and from the event.
 - a. For mobile concessions where concession is part of vehicle, provide copy of policy on vehicle for \$1,000,000.

AMUSEMENT / CARNIVAL / and RIDE VENDORS

Amusement (non-carnival) rides are a collection of between 1 and 5 rides designed for children 12 years of age or younger. Carnival rides are a collection of 6 or more rides designed for any age group or any 1 ride designed for people 13 years of age or older except as excluded in the Carnival Ride Insurance Act [57-25-1 through 57-25-6 NMSA 1978]. Rides are defined as (1) sitting on or being conveyed by an animal; (2) sitting in, on, or being conveyed by a motorized or non-motorized vehicle; and (3) moving or floating on water.

The applicant must provide the following documentation:

- 1. City of Farmington Business License** (unless waived for City-sanctioned event)
 - a. A New Mexico CRS number is required. To obtain a CRS number, contact the New Mexico Taxation and Revenue Department at 3501 E. Main Farmington, New Mexico or call 505-325-5049.
- 2. Certificate of Liability Insurance**
 - a. Policy must cover dates of event.
 - b. **Amusement Rides** must provide for \$1,000,000 coverage per occurrence.
 - c. **Carnival Rides**
 - i. Must provide for \$3,000,000 coverage per occurrence.
 - ii. Must provide annual certificate of inspection from National Association of Amusement Ride Safety Officials (NAARSO) inspector for all rides involved in event.

3. Certificate of Automobile Insurance

a. Must provide proof of insurance (as required by state law) on any vehicle used to transport materials/supplies/etc. to and from the event.

Amusement/carnival / and ride vendors are not permitted on turf areas on City of Farmington property.

MISCELLANEOUS VENDORS (not carnival rides, food, or musical acts)

The applicant must provide the following documentation:

1. **City of Farmington Business License** (unless waived for City-sanctioned event).

a. A New Mexico CRS number is required. To obtain a CRS number, contact the New Mexico Taxation and Revenue Department at 3501 E. Main Farmington, New Mexico or call 505-325-5049.

2. Certificate of Automobile Insurance

a. Must provide proof of insurance (as required by state law) on any vehicle used to transport materials/supplies/etc. to and from the event unless all such materials/supplies/etc. are transported by foot onto City Park property from a public thoroughfare or parking lot.