2019 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 & Requirements #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.
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 12' x 12' tent or is 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. All for profit vendors selling items must have a Farmington business license. Food vendors must also have a current EID food permit. Both must be included with application and displayed at booth. You can contact the Farmington City Clerk’s office at (505) 599-1170 / 800 Municipal Dr and EID at (505) 566-9741 / 1800 E. 30th St, Suite B in Farmington to obtain a permit or with questions. Proof of liability insurance is also required with your application.
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 of inflatable devices to ensure your proper location.
7. Insurance Requirements: All vendors with food, rides or vehicles onsite are required to provide proof of liability insurance. 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. No vendors will be allowed to make sales after 5:30pm. This will be enforced, no exceptions.
15. Register by June 14, 2019 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, 2019.

________________________________________________________           _________________________
Signature of Vendor                                           Date

Deadline for Registration – June 28, 2019