



Las Fiestas de **SAN** **LORENZO** August 9 - 12, 2018



2018 “SPECIAL EVENT” VENDOR APPLICATION

The Town of Bernalillo will celebrate LAS FIESTAS DE SAN LORENZO **August 9-12, 2018.**

This community-wide celebration centers on the performance of the nationally acclaimed *Matachines de Bernalillo* on August 9-11, 2018. Additionally, the Town of Bernalillo will host a three-day event on August 10-12, featuring Hispanic entertainment, arts, crafts, food, and carnival. This event will be held at ROTARY PARK. This application can be found online at: www.townofbernalillo.org/CommEvents.htm

As per Ordinance 208, on-site and off-site vendors/peddlers must complete this application and pay the “Special Event” vendor fee to be allowed to sell in Bernalillo on these days. Vendors with existing peddlers licenses issued by the Town of Bernalillo are not allowed to sell in Bernalillo on these days without completing this application and paying the “Special Event” fee!

MERCHANDISE VENDOR FEE: \$75.00

FOOD VENDOR FEE: \$125.00

- ◆ Event hours are: Friday, August 10th from 9:00 am-10:00 pm, Saturday, August 11th from 9:00 am-11:00 pm & Sunday, August 12th from 12 noon-6:00 pm.
- ◆ Booth setup on-site is Thursday, August 11th from 12:00 noon-5:00 pm! NO EXECPTIONS!
- ◆ On-site space is limited for ALL vendors and is first-pay only!
- ◆ On-site FOOD VENDORS will be limited to the first ten (10) applicants. A copy of your food service permit or a copy of the application that was submitted to the NM Environment Department must be attached.
- ◆ **On-site** vendor booth spaces are 10'x10'. Mobile vending units booth space is 10'x 25'. Mobile vending units must provide their own electricity and must provide dimensions of unit (including hitch and canopies). No additional vehicles will be allowed during event hours.
- ◆ All off-site vendors must also attach a letter from the private property owner granting permission to use their property to vend from.
- ◆ **All vendors** must report GROSS RECEIPT TAX to Bernalillo Location Code 29-120 on their NM Income Tax Return.
- ◆ Booth Space Fee must be paid at the time of application. PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO: *THE TOWN OF BERNALILLO.*
- ◆ Security will be provided on-site during the hours of operation of the event. There will be NO OVERNIGHT security. Vendors are encouraged to remove their inventory overnight however, booth structures must remain. The Town of Bernalillo and the Fiesta Council will not be held responsible for damages, theft, or loss of exhibitor's goods and/or property.
- ◆ All on-site vendors must clean area prior to leaving AND must be completely removed by Sunday, August 12th before 8:00pm! NO EXECPTIONS!
- ◆ Failure to follow ALL RULES as listed, will result in exclusion from future Town of Bernalillo sponsored events!



Las Fiestas de **SAN LORENZO**
August 9 - 12, 2018



2018 VENDOR APPLICATION

MERCHANDISE VENDOR

FOOD VENDOR

Contact Name: _____

Business Name: _____

Mailing Address: _____

Contact Number: _____

Description of Items to be Sold: _____

Location: On-Site 10'x10' Mobile Vending Unit (max. 10'x25') -
 Dimensions: _____

Off-Site Address: _____

(Please attach a letter from the private property owner granting permission to use their property to vend from)

Fee: \$75.00 MERCHANDISE (NON-FOOD) SALES. \$125.00 FOOD SALES

Fee includes one 110 electrical circuit for use on-site only. Mobile Food Vendors must use their own generators for electrical needs.

(THIS DOES NOT APPLY TO OFF-SITE VENDORS.)

THIS EVENT IS RAIN OR SHINE AND NO REFUNDS WILL BE PROVIDED!

PLEASE RETURN THIS APPLICATION TO:

MARIA SANTILLAN

PO BOX 638

BERNALILLO, NM 87004

MSANTILLAN@TOWNOFBERNALILLO.ORG

FOR MORE INFORMATION:

505-771-7114

SIGNATURE: _____ DATE: _____

BY SIGNING ABOVE YOU AGREE TO THE FOLLOWING: DECLARATION UNDER PENALTY OF PERJURY, NEITHER THE APPLICANT/EMPLOYER HAS BEN CONVICTED OF A CRIME INVOLVING SOLICITATION IN THE TOWN/STATE/US IN THE LAST TEN (10) YEARS.