



City of Las Vegas New Mexico
VENDOR APPLICATION FORM

4TH OF JULY FIESTAS 2019

Return Application to:
Community Development

Las Vegas Fiestas Oversight Committee
1700 North Grand Avenue, Las Vegas, NM 87701
marketinglasvegasnm@gmail.com



Application Due Date: **Wednesday, May 1, 2019 by 3:00 PM**

Full Payment Due Date: **Friday, May 31, 2019 by 3:00 PM**

NO EXCEPTIONS ON THESE DATES-

Late payments WILL result in loss of vendor booth space.

**FAILURE TO PAY ALL FEES AND ACQUIRE A BUSINESS LICENSE
WILL RESULT IN LOSS OF BOOTH SPACE.**

GENERAL INFORMATION (Please write legibly) New Applicant Prior Applicant

Applicant Name: _____

Booth Name: _____

Mailing Address (**MUST INCLUDE FULL ADDRESS**)

Contact Phone #: _____ Email Address: _____

BOOTH TYPE: Food Treat Novelty Games Arts & Games

Other: _____

Attention Novelty Vendors

The following sale items will not be accepted during the 4th of July Fiestas: Silly string, drug paraphernalia or any device that can be used as such, weapons, toys appearing as weapons (including any that launch projectiles), gang attire or product with affiliation, play cigarettes, stink bombs, fireworks (including poppers and snakes), or other items determined to be unsafe or a nuisance to the public.

OFFICIAL USE ONLY
Date Received:
Approval Date:
Declined Date:
Deposit Paid: \$
Balance Due: \$



BOOTH INFORMATION (You MUST complete this portion of the application in full)

Check all that apply:

BOOTH STRUCTURE

Motorized Site-built enclosure Trailer Trailer with Hitch Canopy Other

MEASUREMENTS

Width (include window/canopy/hitch/steps/ramps/additional canopy or tarp/propane tanks/etc.):

_____ X _____

Length/Front Foot (include hitch/windows/steps/ramps/additional canopy or tarp/ propane tanks/etc.):

_____ X _____

NOTE: Vendors will be charged an additional \$100 fee for additional space not included in the application

ELECTRICAL SOURCE (Vendor must specify 110 or 220. Changes cannot be made during set up.)

110 Current Ampere 220 Current Ampere

NOTE: Historic Plaza Park is equipped with a limited number of 220 circuits. All other vendors in the park are provided with 20 and 30 amperage, 110 voltage. Vendors are urged to limit cooking appliances during operation in order to avoid overloading circuit breakers. Bridge Street does not have electricity available to vendors.

In addition to your Overhead View Drawing below, you MUST include a photo of the front of your booth with your application. Photo must be clear and in color. You MUST include any hitches, side ramps, propane containers and any additions to the sides of your set up.

Draw a floor plan/footprint/overhead view of your booth with dimensions. Indicate openings or awnings. If your booth is a trailer, show the hitch and on what side the booth opens. Show or describe any accessory units needed to serve your booth, such as supply trailers, refrigerated trucks, generators, etc. Drawing must include the canopy hitch and/or openings as part of the length or width.

NOTE: Driving stakes into the ground (park or pavement) is not permitted; weights such as sandbags should be used to hold down canopies/tents (water buckets are acceptable).

WARNING: There are power lines and utilities underground. Driving a stake into the ground could be dangerous to your health. Vendors causing any damage will be held responsible and will be liable to reimburse the City of Las Vegas and/or Utilities Department.



City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Madam Mayor Tonita Gurulé-Girón

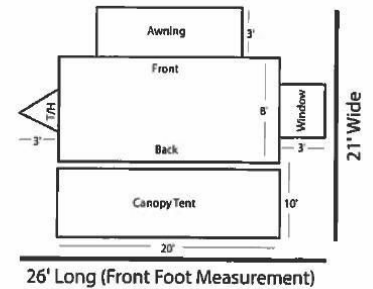
DRAW OVERHEAD VIEW OF BOOTH IN SPACE BELOW

(Show both length and width and record information in space provided, use an additional sheet if needed.)

APPLICATION WILL NOT BE ACCEPTED WITHOUT THE DRAWINGS.

YOU CAN USE PNG, JPEG, OR TIFF FILES IF SUBMITTING ELECTRONICALLY.

[SAMPLE DRAWING]





Las Vegas, New Mexico 4th of July Fiestas

VENDOR TERMS & CONDITIONS (PLEASE READ THOROUGHLY)

If accepted as a vendor, you and/or your group **MUST** agree to the following terms and conditions:

All rules and regulations stated in this application (**see additional vendor requirements**) as set forth by the City and State Fire Marshal(s), Chief of Police and City of Las Vegas or their designees shall be abided by all vendor participants during the 4th of July Fiestas.

The term of this agreement shall be for a period of four **(4) days commencing on Thursday July 4, 2019 through Sunday, July 7, 2019.**

The vendor is expected to deal honestly and fairly with the public. **ALL prices** including applicable credit cards fees must be visibly posted for all paying customers. Any attempt to defraud or misrepresent the public will be considered sufficient cause for revocation of the privilege to sell at the 4th of July Fiestas.

The following sale items will not be accepted at the 4th of July Fiestas; silly string, drug paraphernalia or any device that can be used as such, weapons, toys appearing as weapons (including any that launch projectiles), gang attire or product with affiliation, play cigarettes, stink bombs, fireworks (including poppers and snakes), or other items determined to be unsafe or a nuisance to the public. If at the discretion of the Police Department, a booth is in possession of such items, the vendor will be asked to cease the sale of these items. Refusal to do so may result in the confiscation of the items and/or closure of booth. All merchandise **MUST** stay behind the sidewalk curb.

No bounce houses, jumpers or inflatables are allowed due to safety concerns as they are not covered by the City of Las Vegas insurance carrier.

Construction/set up of booths will commence at approximately **2:00 PM on Wednesday, July 3, 2019 (staging on Bridge Street).**

Prior to operation, the local Fire Department shall inspect all booths. All booths are required to have at a minimum 5lb fire extinguisher. Food booths must have a Type K fire extinguisher and booths with a high fire load may be subject to additional requirements as determined by the local inspector. For additional information, please contact the Las Vegas Fire Department at 505 425-6321.

1. An LP State Inspector will be conducting inspections of all propane bottles. The State imposes a fee of \$15 to \$20 for the inspection to be paid on site to the State Inspector.



MANDATORY:

2. All food and treat vendors must contact the New Mexico Environmental Department at (505) 454-2800, prior to set up.
3. The City of Las Vegas Fiesta Oversight Committee reserves the right to assign vendor spaces based on what the City deems to be safe and in the best interest of the 4th of July Fiestas.
4. **VENDORS ARE NOT GUARANTEED THE SAME SPACE EACH YEAR.**
5. All vendors should be in place and ready for operation by **9:00 AM on Thursday, July 4, 2019**. All vendors shall cease operation by **7:00 PM on Sunday, July 7, 2019**, and booths **MUST** be removed and dismantled by **10:00 PM Sunday, July 7, 2019**.
6. Vendors shall dismantle and remove booths by **10:00 PM**. Vendors who have not wholly dismantled and removed their booths as required **SHALL** be subject to additional assessments to cover costs incurred by the City in completion of the work tasks associated with said restoration directly attributable to said vendor. These assessments shall cover additional costs or expenses incurred by the City caused by vendor's failure to comply and may include, but are not limited to regular and overtime City staff salaries; equipment costs; and any and all other expenses incurred by the City, (including costs associated with private providers or other governmental entities).
7. **NO PARKED VEHICLES WILL BE ALLOWED BEHIND BOOTHS. The City of Las Vegas will strictly enforce this.**
8. Vendor agrees to the following: Maintain and keep clean of any debris the area around their space for the duration of the 4th of July Fiestas; at the conclusion of dismantling booth, vendor shall assure that the entire space is left clean. Vendors are not to use rollout trash bins in Historic Plaza Park. Dumpsters will be located on the outskirts of the park for vendor use. A dumpster will be provided specifically for cardboard.
9. Grease pits and gray water tanks must be used; gray water and grease waste are not to be dumped in street drains (effluent water). **If this occurs, the vendor booth responsible will be shut down and will have to pay an immediate \$300 fine).**
10. Vendor agrees that any violation of these Terms and Conditions, or any other rules adopted by the 4th of July Fiestas shall cause a revocation of the privilege to sell at the 4th of July Fiestas and forfeiture of all fees, rights and privileges granted to the vendor in which case all sums paid become property of the City of Las Vegas.



City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Madam Mayor Tonita Gurulé-Girón

11. Vendor agrees that in the event that all or any portion of the activities of the 4th of July Fiestas are cancelled or postponed upon the advice or order of civil authorities, and if in the opinion of the City of Las Vegas, and such cancellation or postponement justifies or dictates the closing of any booth or booths, said booths may be closed by the City of Las Vegas without any liability for any damage or loss incurred by the vendor, thereby and all sums paid to the City of Las Vegas hereunder shall remain the property of the City of Las Vegas.
12. Gross receipts tax shall be paid the City of Las Vegas (GRT rate is 8.395%). Report All Fiestas Gross Receipt Tax Earnings in Las Vegas by the required dates for CRT Taxes.
13. The vendor agrees to defend, protect, indemnify and hold the City of Las Vegas, its employees and the 4th of July Las Vegas Fiestas Oversight Committee and its members harmless from any personal injury or property damage resulting from the 4th of July Fiestas.
14. By signing this document, vendor acknowledges and agrees to all components of the 4th of July Fiestas Vendor Application and the Terms & Conditions.
15. Vendor space must be paid for in full no later than **Friday, May 31, 2019 at 3:00 PM. NO EXCEPTIONS.** **Failure to pay all fees and acquire a business license will result in immediate loss of booth space.**
16. Vendors that have any outstanding balances with the City of Las Vegas will not be accepted for the 2019 Fiestas and must be paid in full prior to the 2020 call for vendors.

THERE WILL BE NO REFUND OF ANY FEE.



ACKNOWLEDGMENT

I/We have read the terms and conditions in this Vendor Application and understand that by signing below I/We comply with all aspects of this Application/Terms & Conditions. I/We understand that by submitting this Application, approval to provide vendor services for the 4th of July Fiestas is solely at the discretion of the City of Las Vegas 4th of July Fiestas Oversight Committee. I/We am/are aware that the Application Packet must be complete and received no later than: **Friday, May 31, 2019.**

The packet should be addressed to:

**City of Las Vegas
Community Development
Attn: Las Vegas Oversight Committee
1700 N. Grand Avenue
Las Vegas, NM 87701
marketinglasvegasnm@gmail.com**

The information provided in the Application is true to the best of my knowledge and I/We have not knowingly submitted any false or misleading information.

I/We, _____, authorized representative(s) of
(First and Last Name)

_____, do hereby declare that I/We have read and fully
(Booth/Business Name)

understand and agree to the Terms and Conditions set forth by the City of Las Vegas 4th of July Fiestas Oversight Committee.

Vendor/Printed Name

Vendor Signature Date

Vendor/Printed Name

Vendor Signature Date

Vendors that have any outstanding balance with the City will not be accepted until outstanding balance is paid in full.



Please READ CAREFULLY. Keep this for your reference.

BOOTH FEES

Food Booth

\$ 45.00 per front foot (Includes Tongue & Groove Awning and any extra space you need for opening doors, windows, etc.).

\$ 50.00 Non-Refundable Cleaning Fee

Treat Booth

\$ 40.00 per front foot (Includes Tongue & Groove Awning and any extra space you need for opening doors, windows, etc.).

\$ 50.00 Non-Refundable Cleaning Fee

Non-Food Booth

\$ 35.00 per front foot (Includes Tongue & Groove Awning and any extra space you need for opening doors, windows, etc.).

\$ 50.00 Non-Refundable Cleaning Fee

BRIDGE STREET

\$300.00

Please note: THERE IS NO ELECTRICITY ON BRIDGE STREET!

NO GENERATORS PERMITTED AT FIESTAS

Vendors that have any outstanding balance with the City will not be accepted until outstanding balance is paid in full.

If approved, all vendors must be paid in full no later than **Friday, May 31, 2019 at 3:00 PM.**

All booths are subject to an additional \$40 penalty fee for every foot over the front footage recorded in the submitted Vendor Application. Vendors that provided incorrect measurement information may be rejected at the time of set up if front footage does not match the front footage recorded in the Application.

Construction/set up of booths will commence at approximately **2:00 PM on Wednesday, July 3, 2019 (staging will take place on Bridge Street.)**

All vendors should be in place and ready for operation no later than **9:00 AM on Thursday, July 4, 2019.** Vendors shall cease operations each night of the Fiestas by **7:00 PM beginning on Thursday, July 4, 2019** and booths must be removed and dismantled by **10:00 PM, Sunday, July 7, 2019.**



The local Fire Marshall shall inspect all booths prior to operation; food booths are subject to inspection by the New Mexico Environment Department. All food vendors should contact the New Mexico Environment Department at (505) 454-2800 prior to the Fiestas to obtain the necessary food permits.

An LP State Inspector will be conducting inspections on all propane bottles.

If vendor desires space behind their booth (storage etc.) that exceeds what the City/Fire Department considers to be reasonable and/or safe, additional fees or removal may apply.

Only money orders or cashier's checks will be accepted, unless payment is made at Las Vegas **City Utilities Department, 905 12th Street, Las Vegas, NM 87701**. Please make money orders, or cashier's checks payable to THE CITY OF LAS VEGAS.

Vendors must obtain a Business License (\$35.00) issued by the City of Las Vegas Community Development Department, 1700 N. Grand Avenue, Las Vegas, NM 87701. The Business License Application must be completed and paid for prior to **Friday, May 31, 2019**. If the approved vendor has not obtained a valid Business License, the vendor will not be allowed to set up. The City of Las Vegas does not recommend obtaining a Business License until your Vendor Application has been approved.

Food Booth Requirements

1. **Fire Extinguisher**- Shall provide a **Type K Fire Extinguisher** with a current inspection tag. Extinguisher shall be mounted in a visible and accessible location. All attendants should be familiar with its operation.
2. **First-Aid Kit**- An eight (8) unit First-Aid kit shall be provided
3. **Fire Blanket**- Close weaves wool or cotton blanket shall be available at all times. Synthetic fabrics will not be allowed.
4. **Assigned Number**- Shall be prominently displayed at all times.
5. **Booths**- Shall be upright in a safe and sound manner
 - A. Roof/ceiling shall be of a non-combustible material- i.e. corrugated metal or sheetrock.
 - B. Side walls shall be of plywood (minimum ½") with 2x4 studs.
 - C. Doors and/or other openings shall be protected with wire mesh. Plastics or other combustible materials **shall not** be used.
 - D. Serving counters or rails must be splinter/snag free.
6. **Fire Hydrant**- There will be no booths of any kind or other obstruction within 15 feet of a fire hydrant.



7. Butane or Other Gas Containers

- A. All containers must be located outside the booth, the building, or the enclosure.
- B. All containers must be secured in position (usually in an upright position) so that vapor only will be present at the vapor service valve. The secured container device such as a chain must be able to support the weight of the container plus the containers contents (securely anchored so as to prevent accidental tipping over).
- C. All containers must be approved L.P. Gas Containers
- D. Any D.O.T. cylinder for L.P. gas must be marked with the requalification dates(s) if the container is more than twelve (12) years old. There shall be a slip or tag indicating bottles and appliances that have been inspected by a licensed and certified L.P. gas distributor.
- E. All containers must be leak free.
- F. Any L.P. gas containers showing excessive rust, corrosion, pitting or denting shall not be used. The bottom of each container shall be checked for these conditions.
- G. All portable D.O.T. cylinders must have a fixed "warning" label that includes information of the potential hazard of L.P. gas.
- H. Outlets for all unused containers shall be capped or plugged. The vapor service valve must be sealed when the container is not in use.
- I. When a containers water capacity is greater than 239 pounds (25 gallons), an L.P. gas permit must be obtained before using such container.

8. Hose

- A. The only hoses that shall be used are those approved for use with L.P. gas.
- B. The hose end coupling must be installed as recommended by the hose manufacturer. (an automotive screw type clamp installed on the end of the hose is unacceptable.)
- C. All hoses must be leak free.
- D. All hoses must be kept out of the way of foot and vehicular traffic.



9. Appliance

- A. All appliances used in food booths must have an accessible shut-off valve near the appliance that can be easily closed in case of an emergency.
- B. Only appliances that are leak free and approved for the use of L.P. gas shall be used.

10. Filling of Containers

- A. Filling of L.P. gas containers on site shall not be allowed. Containers must be taken to an L.P. gas distributor company to be refilled.

11. Leak Test

- A. A leak test shall be performed each day before the food booth is opened for business, anytime a cylinder is exchanged and anytime the L.P. gas system is modified.
- B. All butane/propane bottles and connections shall be inspected for leaks by the City of Las Vegas Fire Department or the State of New Mexico L.P. Inspector.
- C. The entire system must be free of leaks.
- D. Soap (without ammonia) mixed with water or a combustion gas hand held electric leak detector can be used for detections.

City of Las Vegas Fire Department
Food Booth Requirements

1. Stove Areas

- A. All cooking appliances shall be kept clean and free of excess grease at all times. A non-flammable backing (sheet metal) shall be provided behind each cooking stove. Backing shall extend 10 inches beyond the cooking side area and 36 inches above the cooking area. There shall be a 6 inch clearance from cooking surface to any combustible material.

2. Fuel

- A. Booths using Coleman-type stoves shall provide metal storage containers for extra fuel cans, not to exceed 6 (six) gallons.



3. Charcoal

- A. Vendors using charcoal will provide a suitable hood and chimney. All combustible materials shall be kept away from good and chimney flutes.

4. Metal Trash Cans

- A. Metal trash cans with tight fitting lids must be provided for use outside the booth. Cans shall be lined with plastic bags and emptied as required. Cans outside the booth for use by the public shall meet the same requirements.

5. Housekeeping

- A. It will be the duty of the booth operator to maintain the area on a continuing basis and see that the area adjacent to the booth is kept clean and neat at all times.

6. Safe Electrical Use

- A. The City of Las Vegas Fire Department and/or electrical inspector shall inspect all electrical wiring.

7. Lighting

- A. Fluorescent lights shall be provided with a shatter-proof cover or shatter-proof sleeves. Incandescent light bulbs shall be of the shatter-proof type.

8. Exits

- A. All exits shall be kept free and clear of any obstructions at all times.

9. Cleaning

- A. Hoods, grease removal devices, fans, ducts and other accessories shall be cleaned on a daily basis.

10. Electrical Extension Cords

- A. Must be provided by vendor and must be heavy duty.