

VENDOR APPLICATION FORM FOURTH OF JULY FIESTAS 2017

Return Application to:
Las Vegas Fiestas Oversight Committee
1700 North Grand Avenue, Las Vegas, NM 87701, 505 454-1401

Application Due Date: **Friday, May 12, 2017**

Full Payment Due Date: **Wednesday, May 31, 2017 at 5:00 PM**



GENERAL INFORMATION (Please write legibly)

New Applicant

Prior Applicant

Name: _____

Booth Name: _____

Mailing Address (MUST INCLUDE FULL ADDRESS)

City: _____ State: _____ Zip: _____

Contact Phone #: _____ Secondary Contact Phone #: _____

Email Address: _____

BOOTH TYPE: Food Treat Novelty Games Arts & Crafts

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: \$ _____

Payment Type: _____

Novelty Vendors: List items to be sold (Be VERY specific, items not listed may not be accepted during event):

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

Check all that apply:

BOOTH STRUCTURE

Motorized

Site built enclosure

Trailer

Canopy

Other _____

MEASUREMENTS

Width (include window/canopy/etc.): _____ X _____

Length/Front Foot (include hitch/windows etc.): _____ X _____

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

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.

In addition to your Overhead View Drawing, you MUST include a photo of the front of your booth with your application. Photo must be clear and in color.

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).

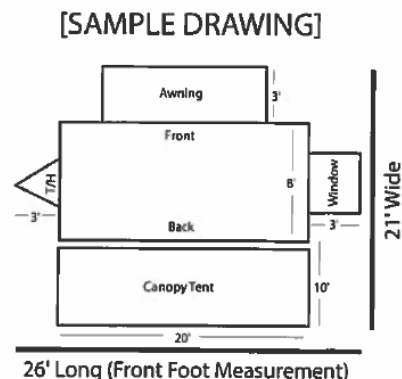
WARNING: There are power lines and utilities underground. Driving a stake into the ground could be dangerous to your health. Vendors causing any damage will be held responsible.

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 SAMPLE DRAWINGS.

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



Las Vegas, New Mexico Fourth of July Fiestas

VENDOR TERMS & CONDITIONS (READ THOROUGHLY)

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

1. All rules and regulations stated in this application (**see additional Vendor requirements**) as set forth by the City and State Fire Marshall(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.
2. The term of this agreement shall be for a period of five (5) **days commencing on Friday June 30, 2017 thru Tuesday, July 4, 2017.**
3. Vendor is expected to deal honestly and fairly with the public. **ALL prices** must be visibly posted on the outside of the vendor booth. 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.
4. 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 sidewalk curb street side.
5. No Bounce Houses, Jumpies or Inflatables are allowed due to safety concerns.
6. Construction/setup of booths will commence at approximately **7:00 AM on Friday, June 30, 2017 (Staging on Bridge Street.)**
7. Parked vehicles are not permitted behind vendor booths. This policy will be strictly enforced by the Las Vegas Police Department.
8. Prior to operation, the local Fire Department shall inspect all booths. All booths are required to have at minimum a 5 lb 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.
9. An LP State Inspector will be conducting inspections of all propane bottles. The State imposes a fee of \$15.00 to \$20.00 for the Inspection.
10. All food and treat vendors must contact the New Mexico Environmental Department at 505 454-2801.
11. 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.

VENDORS ARE NOT GUARANTEED THE SAME SPACE EACH YEAR.

12. All vendors should be in place and ready for operation by **6:00 PM on Friday, June 30, 2017.** All vendors shall cease operation by **8:30 pm on Tuesday, July 4, 2017,** and booths MUST be removed and dismantled by **10:00 pm Tuesday, July 4, 2017.**
13. If Vendor desires space behind their booth (storage, etc.) that exceeds what the City/Fire Department considers to be reasonable and safe, additional fees or removal may apply (The back of each booth space will be marked to

designate the maximum space available behind each booth. The City may install barriers to designate booth areas.)
NO PARKED VEHICLES WILL BE ALLOWED BEHIND BOOTHS!

14. 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. Grease pits and gray water tanks must be used; gray water and grease waste are not to be dumped in street drains. If this occurs, the Vendor booth responsible will be shut down.

THE LAS VEGAS POLICE DEPARTMENT WILL STRICTLY ENFORCE THIS POLICY.

15. 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.
16. 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.
17. 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.
18. 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.
19. By signing this document, Vendor acknowledges and agrees to all components of the 4th of July Fiestas Vendor Application and the Terms & Conditions.
20. Vendor space must be paid for in full no later than **Wednesday, May 31, 2017 at 5:00 PM**. If full payment is not received by this date, a \$200.00 late fee will be applied.
21. If Vendor is not paid in full by the day prior to setup, the booth space will be forfeited.
22. Vendors that have any outstanding balances with the City of Las Vegas will not be accepted until paid in full.
- 23. 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 12, 2017.**

The packet should be addressed to:

4th of July Fiestas: Vendor Committee
1700 N. Grand Avenue,
Las Vegas, NM 87701

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, _____, authorized representative of _____
(Name) (Booth/Business Name)

do hereby declare that I have read and fully understand and agree to the terms and conditions put forth by the City of Las Vegas 4th of July Fiestas Oversight Committee.

Vendor/Printed Name

Vendor Signature

Date

Please READ CAREFULLY!!! Keep this for your reference.

BOOTH FEES

Food Booth

\$ 45.00 per front foot (Includes Tounge & 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 Tounge & 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 Tounge & 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!

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 **Wednesday, May 31, 2017.**

If full payment is not received by this date, a \$200.00 late fee will be applied. If vendor is not paid in full by the day prior to setup, the booth space will be forfeited.

All booths are subject to an additional \$40.00 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 setup if front footage does not match the front footage recorded in the Application.

Construction/setup of booths will commence at approximately **7:00 AM on Friday, June 30, 2017 (staging will take place on Bridge Street, Las Vegas New Mexico.)**

All vendors should be in place and ready for operation no later than **6:00 PM on Friday, June 30, 2017.** Vendors shall cease operation by **8:30 PM on Tuesday, July 4, 2017** and booths must be removed and dismantled by **10:00 PM, Tuesday, July 4, 2017.**

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 505 454-2801 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 cashiers checks will be accepted, unless payment is made at Las Vegas **City Utilities Department, 905 12th Street.** Please make money orders, or 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 **Wednesday, May 31, 2017.** If the approved Vendor has not obtained a valid Business License, the Vendor will not be allowed to setup. The City of Las Vegas does not recommend obtaining a Business License until your Vendor Application has been approved.

City of Las Vegas Fire Department

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

City of Las Vegas Fire Department

Food Booth Requirements cont.

- D. Any D.O.T. cylinder for L.P. gas must be marked with the re-qualification date(s) if the container is more than (12) twelve 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 container 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.

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.

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

City of Las Vegas Fire Department Food Booth Requirements

- B. Only appliances that are leak free and approved for the use of L.P. gas shall be used.

Filling of Containers:

- A. Filling of L.P. gas containers on site shall not be allowed. Container must be taken to an L.P. Gas Distributor Company to be refilled.

Leak Test:

- A. A leak test shall be performed each day before the food booth is opened for business, any time a cylinder is exchanged, and any time 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 amonia) mixed with water or a combustion gas hand held electric leak detector can be used for detections.
8. Stove Areas - 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.
9. Fuel - Booths using Coleman-type stoves shall provide metal storage containers for extra fuel cans, not to exceed 6 (six) gallons.
10. Charcoal - Vendors using charcoal will provide a suitable hood and chimney. All combustible materials shall be kept away from hood and chimney flues.

City of Las Vegas Fire Department

Food Booth Requirements

11. Metal Trash Cans - 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.
12. Housekeeping - It will be the duty of the booth operator to police the area on a continuing basis and see that the area adjacent to the booth is kept clean and neat at all times.
13. Safe Electrical Use - The City of Las Vegas Fire Department and/or Electrical Inspector shall inspect all electrical wiring.
14. Lighting - Florescent lights shall be provided with a shatter-proof cover or shatter-proof sleeves. Incandescent light bulbs shall be of the shatter-proof type.
15. Exits - Shall be kept free and clear of any obstructions at all times.
16. Cleaning - Hoods, grease removal devices, fans, ducts, and other accessories shall be cleaned on a daily basis.
17. Electrical Extension Cords - Must be provided by vendor and must be heavy duty.

***Note:**

Vendors who's booths do not involve food shall meet the requirement of section 1-6, 12-15, and 17.