



# MAINSTREET ROSWELL

PO Box 1328 | Roswell, NM 88202

www.mainstreetroswell.org

Questions? Please contact Xanthia 575-637-9129 or

Molly 575-420-9660

# VENDOR CONTRACT

July 1-3, 2022

## VENDORS WILL BE JURIED

### Rental Fees

Booth space will measure 10 feet by 10 feet. Larger spaces will be priced accordingly.

Regular vendors 10 x10 space

- \$200 plus a \$100 refundable deposit (\$300 due by June 15, 2022)  
3 day event (July 1-3)

Food vendors 10 x 10 space

- \$300 plus a \$100 refundable deposit (\$400 due by June 15, 2022)  
3 day event (July 1-3)

\*\*If you are unable to attend, there will be no refunds on booth space after June 20, 2022.

Note: We will give preference to returning vendors; however payment and application must be received by May 15<sup>th</sup> to claim last year's space.

**\*DRUGS/SMOKING/ALCOHOL: No smoking, vaping, alcohol or drugs will be permitted on-site.**

The City of Roswell is requiring ALL vendors to have a City of Roswell business license. Please include a copy of your current license with this contract. The City does provide temporary business licenses. Food vendors can only sell items that are approved by the NM Health Department.

### Rules

1. The UFO MainStreet Events Committee will measure, grid, number and assign the spaces in conformity with its own plan.
2. All vendors will be set up in the spaces designated by the UFO MainStreet Events Committee.
3. All canopies, tie downs, tables, chairs, and merchandise will be furnished by the applicant.
4. The UFO MainStreet Events Committee will not provide any equipment, materials or supplies. The fee is for vendor space only.
5. Vehicles will not be allowed to drive on the grounds of the Chaves County Court House.
6. Your vehicles must be removed from the event area and parked in the designated parking area by 9:00 a.m. Friday and 9:00 a.m. Saturday and Sunday. We will tow any vehicles at owners expense if they are on Main Street during undesignated times and deposit will not be refunded. Parking permits will be provided and a designated parking area will be set up for vendors. Vehicles in this area, without a permit, will be towed.
7. No overnight parking is permitted. Vehicles will be towed if they are parked overnight.
8. Set up may begin as early as Thursday, June 30, 2022, 5:00pm to 8:00pm , or Friday, July 1<sup>st</sup>, before 12:00 noon. All vendors should be operational by 12:00 noon on Friday, July 1, 2022. Break down **MUST BE** completed by 6 p.m. on Sunday, July 3, 2022.
9. Because of ongoing event entertainment; music, loud speakers or any other forms of sound equipment will not be permitted.



This contract is an agreement between the vendor and MainStreet Roswell for a MainStreet Roswell activity that will take place on the Courthouse Lawn during the City of Roswell's UFO Festival. The City of Roswell is not a party to this contract.

10. The UFO MainStreet Events Committee will provide continuous trash pick and collection; however, you must maintain the immediate area of your booth so that it will be free of trash and safety hazards. All trash must be bagged at the end of the festival.
11. Parking permits will be provided and a designated parking area will be set up for vendors. Vehicles in this area, without a permit, will be towed.
12. DO NOT TAKE SANDBAGS! If you need a sandbag, bring your own. Vendors found taking sandbags will not get their deposit back.

*Safety regulations will be checked and monitored by the City of Roswell and the State of New Mexico*

13. If you are serving food and/or drinks, it is your responsibility to make sure all of the proper health permits are obtained, observed and displayed. You can only sell food you are approved to sell through the NM Health Dept.
14. Generators: No power will be provided by MainStreet Roswell. All vendors needing power must bring their own in-house compliant generator. Extinguisher: ABC rated fire extinguisher and easily accessible.
15. PROHIBITED ITEMS: Items not allowed for sale or distribution include, but are not limited to: tobacco, drug- or alcohol-related items; sexually-explicit or adult-themed material; any materials that advocate sexism, racism, violence, profanity or that are discriminatory, intolerant or violent in content. Absolutely no gang or drug related paraphernalia will be displayed or sold. This is a family-friendly event, if a vendor is selling items that are vulgar or inappropriate in any way, the UFO MainStreet Committee reserves the right (at their discretion) to restrict these items and to shut the booth down and Fees WILL NOT be refunded. Merchandise that infringes on the copyright or intellectual properties of other people or corporations will not be permitted.
16. ABSOLUTELY NO SUBLEASING SPACES
17. Due to the popularity of this event, we are forced to jury our vendors. If you are not selected, all fees paid to MainStreet Roswell will be returned to you. All booths must pay a \$100 deposit (reflected in the price) that will be returned after they have packed up and their area is inspected. If the space is left unsatisfactory, the deposit will not be returned. If you are unable to attend, there will be no refunds on booth space after June 20, 2022.
18. Booth spaces will be assigned as applications are received. WE WILL NOT MOVE VENDORS ONCE ASSIGNED.
19. Multiple duplicate booths will not be allowed (booths selling the same items). This is the 75th anniversary of the crash and we highly encourage you to provide unique items for visitors. If there are vendors selling the same items, those vendors who have turned in their applications first will be given priority. Be sure to give a DETAILED description of your booth.
20. This is an all-weather event. No refunds will be given due to bad weather conditions before, during, or after the 2022 UFO Festival. Vendors are encouraged to purchase festival insurance to cover damages or weather related cancelations. UFO MainStreet Events Committee is not responsible for damages or cancelations due to weather.
21. The event runs three days; July 1-3, 2022.  
Hours will be Friday, July 1<sup>st</sup>, 12 p.m. - 10 p.m. / Saturday, July 2<sup>nd</sup>, 10 a.m. - 10 p.m. / Sunday, July 3, 10 a.m.. – 3 p.m. Vendors are required to be open full event hours. Not being open all hours may result in forfeiture of their deposit.
22. Deposit will not be refunded if, items or area are not cleaned after event ends.
23. Safety is always a concern. **SAFETY FIRST and HAVE FUN**
24. SECURITY: Vendors are responsible for the security of their own property and equipment at all times. While limited security personnel will be on duty during the weekend, no security personnel will be assigned specifically to vendors. MainStreet Roswell nor the UFO MainStreet,Event Committee shall not be held responsible for loss, theft or damage to any property left on the event grounds at any time. While the UFO MainStreet Event Committee will make all reasonable efforts to maintain security throughout the event, it will not accept responsibility for any lost or damaged property.



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# VENDOR APPLICATION & CONTRACT

**July 1-3 2022**

**This contract is an agreement between the vendor and MainStreet Roswell for a MainStreet Roswell activity that will take place during the City of Roswell's UFO Festival. The City of Roswell is not a party to this contract.**

Responsible Person \_\_\_\_\_

Trading As (Type of Business) \_\_\_\_\_

Address \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell ) \_\_\_\_\_

Email \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone \_\_\_\_\_

Description of vehicle \_\_\_\_\_ License Plate # \_\_\_\_\_

Description of trailer (if used) \_\_\_\_\_ License Plate # \_\_\_\_\_

Type of Booth Requested (*prices reflected include \$100 refundable deposit*):

- Regular vendors 10 x10 space  
\$200 + \$100 (refundable deposit) \$300 due by June 15, 2022  
3 days (July 1-3)
- Food vendors 10 x 10 space  
\$300 + \$100 (refundable deposit) \$400 due by June 15, 2022  
3 days (July 1-3)

\*\* If you are unable to attend, there will be no refunds on booth space after June 20, 2022.

Please give a detailed description of your products being sold or items your booth will contain, use a blank sheet of paper if you need more space (please include photos if possible):

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***Payment in full is due when submitting this application***

Method of Payment:

- Online via website vendor page - [www.mainstreetroswell.org](http://www.mainstreetroswell.org)
- PayPal to [info@mainstreetroswell.org](mailto:info@mainstreetroswell.org)
- Check/Money Order (payable to MainStreet Roswell) mailed to:  
PO Box 1328, Roswell, NM 88202 (NO CHECKS AFTER JUNE 15, 2022)

Completed application can be:

Emailed to [info@mainstreetroswell.org](mailto:info@mainstreetroswell.org)

Text to 575-914-8017

Mailed to P.O. Box 1328, Roswell, New Mexico 88202

The UFO MainStreet Events Committee reserves the right to refuse any application without explanation. In this event, the fee will be refunded. All rules published by the UFO MainStreet Events Committee must be followed by each vendor applicant.

- Have you included?:
- Copy of Roswell Business Licenses
  - Signed Contract
  - Payment

Business licenses must be obtained through the City of Roswell Code Enforcement no later than **June 20, 2022.**  
<https://roswell-nm.gov/566/Business-Licenses>

Food Permit must be affixed in booth area and a copy provided to MainStreet Roswell.

I have read & agree to all the rules specified on ***all 4 pages*** of the Vendor Contract for the 2022 UFO MainStreet Event:

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Printed name

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Signed

Date

**VENDOR RESPONSIBIITY AND LIABILITY:** The vendor assumes the entire responsibility and liability for:

- Losses, damages, and claims arising out of injury for his/her own personal property or party.
- Damages to the vendor's displays, equipment for other property.
- The vendor agrees not hold liable or responsible in any way or form MainStreet Roswell, its employees, event coordinators, guests, volunteers and participants against any and all claims or expenses for such losses arising out of the performance of this agreement.

***NOT ABIDING BY THESE RULES MAY RESULT IN YOUR CONTRACT BEING CANCELLED AND FORFEITURE OF YOUR DEPOSIT.***



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