

MAINSTREET ROSWELL

RULES

VENDOR & FOOD TRUCK

For events held on the Chaves County Courthouse lawn

Vehicles will NOT be allowed to drive on the grounds.

No vehicles, trailers, ATV's, golf carts or other vehicles are allowed on the courthouse lawn

Tent spikes are prohibited

Vendor must comply with:

1. Deadline of payment and submission of form as noted on Vendor form
 2. Check-in before set up
 3. Hours of Operation – Vendors are expected to be open during publicized dates & times
 4. Check-out and breakdown as noted in the event Vendor Form in order to receive the refundable deposit
 5. Fees will not be refunded after the deadline date
- SAFETY FIRST. While MainStreet Roswell (MSR), will make all reasonable efforts to maintain security, including overnight security, as needed, throughout the event. MSR will not accept responsibility for any lost or damaged property.
 - Chaves County courthouse lawn: No Vehicles, cattle, jolly jumpers, pony rides, grills, etc will be allowed on the lawn. If you have any of these items, follow up with MSR for vendor set up off the courthouse lawn. Sale or possession of any alcoholic beverages, cannabis or cannabis products will be allowed on the courthouse lawn.
 - Firearms, knives, or other hazardous items cannot be sold or displayed on the event grounds. Absolutely no gang or drug related paraphernalia will be displayed or sold. MSR reserves the right to restrict these items and close your booth for such activities without refund.
 - MSR will not allow the
 - will assign the spaces in conformity with its own plan.
 - All booths will be set up in the spaces designated by MSR.
 - All canopies, tie downs, tables, chairs, and merchandise will be furnished by the Applicant/Vendor.
 - A minimum of 40 pounds weight per tent/canopy leg is required, event organizers recommend more weight per leg, tent spikes are prohibited.
 - MSR will not provide any equipment, materials, or supplies. The fee is for parking or vendor space only.
 - Loud music, speakers or any other form of sound equipment that disrupts will NOT be permitted.
 - MSR 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 event.

- 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. VENDORS MUST PARK IN VENDOR PARKING TO LEAVE ROOM FOR VISITORS IN PUBLIC AREAS.
 - Safety regulations will be checked and monitored by the City of Roswell & the State of New Mexico.
 - All vendors using heat sources including electricity, or open flame must have an ABC rated fire extinguisher accessible and visible.
 - Merchandise that infringes on the copyright or intellectual properties of other people or corporations will not be permitted.
 - This is a family-friendly event. If a Vendor is selling items that are vulgar or inappropriate in any way, MSR reserves the right to shut the booth down and vendor fees WILL NOT be refunded.
 - Booth spaces will be assigned by Festival Committee. WE WILL NOT MOVE VENDORS ONCE ASSIGNED.
 - Vendor applications will be juried and committee will make final decision of Vendor approval. Committee will make every effort to limit duplicate booths (booths selling the same items). Former Vendors and applications received first will be given priority.
 - This is an all-weather event. No refunds will be given due to bad weather conditions. Fees will only be refunded if the event is cancelled by MSR.
 - DO NOT take sandbags that you did not bring with you, including those that are being used for additional purposes.
- MainStreet Roswell reserves the right to refuse any application without explanation. In this case, the fee and deposit will be refunded. All rules published by MSR must be followed by each Vendor/Applicant or Vendor will be required to vacate the premises with no refunds.
- By signing the Event Vendor form you attest that you have read and will adhere to the Rules as stated above.