



MAIN STREET
ROSWELL



PO Box 1328
Roswell, NM 88202
(575) 208-8238
www.mainstreetroswell.org

Sept. 28, 2024
Saturday 10 am-9 pm
(Farmers Market opens at 7 a.m.)

Rental Fees

Each Regular Booth Space will measure 10 feet by 10 feet. Larger spaces will be priced accordingly.

NOTE: after September 13th there will be an additional \$50 late fee

\$50 per space for non-profit display, games or information with no electricity.

\$100 per space for profit, no electricity hookup.

THIS IS A NON-SMOKING EVENT! NO SKATEBOARDING, SKATING OR BICYCLING IN EVENT AREA.

MANDATORY: The City of Roswell requires Vendors to have a City of Roswell business license. Please include a copy of your current license with this contract. The City offers a temporary business licenses, contact the City for information. City officials are authorized to close any Vendor booth not able to provide a copy of their Roswell business license, no refunds will be given.

MANDATORY: Vendor must have all applicable local, state and federal licenses that pertain to their specific type of business.

Rules

1. The Festival Booth Committee will measure, grid, number and assign the spaces in conformity with its own plan.
2. All booths will be set up in the spaces designated by the Festival Booth Committee, do not crowd your neighbor.
3. All canopies, tie downs, tables, chairs, and merchandise will be furnished by the Applicant/Vendor.
4. A minimum of 40 pounds weight per tent/canopy leg is required, although more is recommended.
Tent spikes are prohibited.
5. The Festival Committee will not provide any equipment, materials, or supplies. The fee is for booth space; and where applicable, electricity only.
6. Vehicles will NOT be allowed to drive on the Courthouse lawn during set up and tear down.
7. Vendor check-in begins 6 a.m., Saturday, September 28, 2024 at the information booth. Set up may begin directly after check-in
8. All booths should be operational by 10:00 am on Saturday, September 28, 2024.
9. Break down MUST BE completed by 10 pm on Saturday, September 28, 2024 Vendors MUST CHECK OUT at the Information tent before leaving..
10. Because of ongoing Festival entertainment - music, loud speakers, or any other forms of sound equipment will not be permitted.
11. The Festival 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.
12. VENDORS MUST PARK IN VENDOR PARKING TO LEAVE ROOM FOR VISITORS. Parking is in the Chaves County Courthouse parking lot on Virginia Ave. **NO VENDOR PARKING ON MAIN STREET.**
13. Safety regulations will be checked and monitored by the City of Roswell & the State of New Mexico.
14. Firearms, knives, or other hazardous items cannot be sold or displayed on the Festival grounds. Absolutely no gang or drug related paraphernalia will be displayed or sold. The Festival Committee reserves the right to restrict these items and close your booth for such activities. Merchandise that infringes on the copyright or intellectual properties of other people or corporations will not be permitted.
15. This is a family-friendly event. If a Vendor is selling items that are vulgar or inappropriate in any way, the Festival Committee reserves the right to shut the booth down and vendor fees WILL NOT be refunded.
16. Payments after September 16, 2024 must be paid as a USPS money order, cash, or Square and will incur a \$50 late fee. The deadline for the completed Vendor booth package is noon September 16, 2024. There will be no refunds on booth space after September 20, 2024.

17. Booth spaces will be assigned by Festival Committee. WE WILL NOT MOVE VENDORS ONCE ASSIGNED.
18. 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.
19. This is an all-weather event. No refunds will be given due to bad weather conditions once refund deadline has passed (September 20, 2024).
20. DO NOT take sandbags that you did not bring with you, including those that are being used for additional purposes.
21. Safety is always a concern. **SAFETY FIRST and HAVE FUN**

* MainStreet Roswell will not accept responsibility for any lost or damaged property.

* The Festival Committee reserves the right to refuse any application without explanation. In this case, the fee and deposit will be refunded. All rules published by the Festival Committee must be followed by each Vendor/Applicant or Vendor will be required to vacate the premises with no refunds.

The 2024 Chile Cheese Festival will be open

Saturday, September 28, 2024, 10 am - 9 pm (Farmers' Market opens at 7a.m., not mandatory for other vendors)
Vendors are expected to be open during publicized dates & times



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VENDOR APPLICATION

Responsible Person _____

Type/Name of Business _____

Address _____ City _____ State _____

Phone (Home) _____ (Work or Cell) _____

Email _____

Alternate Contact _____ Phone _____

Type of booth requested _____ Fee for your booth _____

- Arts/Crafts/Merchandise w/o electricity 10X10 space \$100
- Non-Profit Organization \$50 10X10 space (no deposit required, no electricity provided)

NOTE: after September 16th there will be an additional \$50 late fee

Please give a full description of your products being sold or items your booth will contain:

Payment Included: Check/Money Order Cash
(Choose one) Credit Card payments through Square

Payment in full must be made online OR must accompany this application
(Check/Money Order to MSR Farmers Market, P.O. Box 1328, Roswell, New Mexico 88202)

I have included mandatory items: Copy of Roswell Business License Payment to MSR Farmers Market

By signing this I attest that I have read & agree to all the rules specified on both pages of the Vendor Contract for the 2024 Chile Cheese Festival:

Print Name: _____

Signature: _____ Date _____

For Office Use:
Booth Fee: \$
Deposit: \$
Total Paid: \$
Date:
Staff Initials: