

DEADLINE: JUNE 1ST, 2017

**2017 RED WHITE & BREW WINE AND BEER FESTIVAL
LAS CRUCES CONVENTION CENTER
June 30th July 1st and 2nd, 2017**

Location: Las Cruces Convention Center- 680 E University Ave Las Cruces, NM 88005

Show Hours: Friday 5:00pm to 10:00pm, Saturday and Sunday 12:00 Noon to 6:00pm

Set up: Set up is on Friday June 30th from 8:00 AM– 4:30 PM. **Any vendor not checked in by 3:00pm on Friday June 30th may forfeit their space in the show.**

Promotion: The Red White and Brew Wine & Beer Festival will use numerous media to promote the festival including: posters widely distributed throughout the area, newspaper, radio, tourism associations, and social media.

Vendor Eligibility: Any licensed business with an approved product is encouraged to apply. Vendors are admitted in the following categories at the discretion of the Event Organizer, who reserves the right to refuse entry to anyone, based on issues of balance of like-products, timeliness and thoroughness of application, and appropriateness of product to the client event.

- Agricultural products must be commercially prepared, packaged, and labeled. Proof of liability insurance must be provided with application. Foods may be sampled on site, but are sold for at-home consumption.
- Arts/Crafts/Direct Sales All media are eligible and encouraged.

Security. Security will be provided 30 minutes prior to the start of the event until 30 minutes after the event each day. The building will be secured outside of festival hours and the facility does have security cameras. Neither Las Cruces Event Planning, Las Cruces Convention Center or Red White & Brew Wine and Beer Festival will be responsible for damages, theft, or loss to your property at anytime.

Exhibition Space. Booth space is 10'x10'. Exhibitors will receive 1- 8ft table with linen and 2 chair for every 10x10 space purchased. Your vendor space will be set up and ready for your arrival on Friday morning. Vendor spaces are assigned based on date when complete applications are received and written requests for special placement. Vendor site placement is FINAL and will not be changed by the festival management

Deadlines & Refunds. Applications and payment are due by **June 1, 2017**. **No refunds will be given after June 15th and up until that date a \$25 fee is assessed for refunds.**

Permits/Licenses. Gross receipts must be reported on your CRS form for Dona Ana County. All vendors must have a New Mexico CRS number on your application. All Vendors must have a Dona Ana County Business License. (To obtain one call 575-647-7350) Food Vendors and any vendors giving food samples must have a temporary health permit. For Health permits, contact the Dona Ana Health Dept. 2301 Entrada del Sol, Las Cruces, NM 88001, 575-288-2050. Vendors are responsible for all city and state permit fees.



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Las Cruces Convention Center
June 30th July 1st and 2nd, 2017

Application deadline is June 1, 2017

Late fee of \$25 will be applied if not paid in full by this date

	Early Bird Fees (if received by April 1, 2017)	Standard Fees (if received after April 1, 2017)	Fees Due
10 x 10 Space	\$200	\$250	
Additional Fees:			
Electricity	\$55	\$55	
TOTAL			

Contact Name: _____

Business Name: _____ CRS Number**: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ **Emergency Cell Number:** _____

Email: _____

Product Category: _____

Any special requests or notes: Space requests need to be specific as possible.

Please complete the checklist for your vendor type:

All Vendors

- _____ Completed Application
- _____ Full payment

Ag Vendors

- _____ Completed Application
- _____ Full payment
- _____ Certificate of Insurance
- _____ Copy of Health Permit

Make checks/money order payable to:

**Las Cruces Event Planning
250 Cotorro Ct
Las Cruces, NM 88005**

Email: staci@lascruceseventplanning.com or call 575-522-1232 for more information.