

DEADLINE: OCTOBER 12, 2018

2018 RED WHITE AND BREW WINE & BEER FESTIVAL

Plaza de Las Cruces • LAS CRUCES

November 3, 2018

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** handcrafted items that must be original, unique and represented by the artist at the festival. All media are eligible and encouraged.
- **Food vendors.** Food vendors are those selling food for consumption on site. You must submit a typed menu. Duplication of items is limited so you may be asked to remove an item from your menu. Mobile vending units and food trailers **MUST** submit exact dimensions (including tongue) with the application. **Electric requirements, health permit, and proof of liability insurance MUST be submitted, even if you have been a vendor previously.**

Location. Plaza de Las Cruces: 100 Main St.

Security. Security will be provided during show hours. The Honor Network nor Las Cruces Event Planning will be responsible for damages, theft, or loss before, during or after festival hours.

Exhibition Space. Booth space is 10'x10'. Exhibitors must provide booth structure, tables, and chairs. You are encouraged to provide sun, wind and rain protection for your booth space. Vendors who do not secure their booth properly for the weather will be liable for damages to other structures and/or injury to other individuals. Vendor spaces are assigned based on date when complete applications are received and written requests for special placement. Special consideration is given to placement that affects product quality, but request must be in writing on the application. Vendor site placement is FINAL and will not be changed by the festival management

Show Hours: The event is one day and the hours are 5pm – 10pm. **Any vendor who leaves before the show is closed, will not be invited back to another show.**

Deadlines & Refunds. No refunds will be given after October 12th 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, 575-624-6300. Vendors are responsible for all city and state permit fees.

Set up: Set up is on Saturday November 3rd from 1pm to 5pm.

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	Fees	Due
10 x 10 Space Arts & Crafts or Agricultural	\$100	
Food Vendors 10 x 10	\$200	
Additional Fees:		
Electricity	\$25	
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:

Arts & Crafts Vendors

____ Completed Application

____ Full payment

Ag Vendors

____ Completed Application

____ Full payment

____ Certificate of Insurance

____ Copy of Health Permit

Food Vendors

____ Completed Application

____ Full payment

____ Certificate of Insurance

____ Copy of Health Permit

____ Menu with Prices

Space Dimensions

____ Feet Frontage (with tongue)

____ Feet depth

Tent or Trailer (circle one)

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.