

DEADLINE: MARCH 1, 2018



VENDOR APPLICATION
Plaza de Las Cruces
March 24, 2018

This event is about all things SWEET! The Plaza will have a candyland atmosphere and filled with the best cakes, cookies, ice cream, cupcakes and other sweets that can be found in Las Cruces!! The event will be from 10am to 3pm on Saturday March 24, 2018 at Plaza de Las Cruces. The event is free to the public, but sampling tickets can be purchased and redeemed at any of our “sweets” vendors. Sample sizes are up to the discretion of the vendors.

Promotion: Las Cruces Event Planning utilizes numerous media to promote the event including: full color posters widely distributed throughout the area, online, radio, as well as social media. Event information can be found at www.LasCrucesEventPlanning.com.

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.

- **Sweets Vendors:** Produce sweets for consumption onsite or at home. You must submit a list of items you will be selling. Mobile vending units and food trailers **MUST** submit exact dimensions (including tongue) with the application. **Electricity requirements and health permit MUST be submitted.**
- **Arts & Crafts/ Commercial Products:** Will be accepted on a case by case basis based on the quality of the product and its appropriateness to the audience. We strongly encourage that products relate to sweets in some form.

Location: Festival will take place March 24, 2018 at Plaza de Las Cruces.

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.

Event Hours: 10:00am to 3:00pm Saturday March 24, 2018.

Deadlines & Refunds. No refunds will be given after March 1, 2018 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 City of Las Cruces Business License (To obtain one call 575-528-3059). Food vendors and any vendors giving food samples must have a health permit. For health permits, contact the Environment Dept, 2301 Entrada Del Sol, Las Cruces, 88001, 575-288-2050. Vendors are responsible for all city and state permit fees.

Set Up: Set up is on Saturday from 8:00am to 10:00am.

**2018 MAIN STREET SWEET FEST
VENDOR APPLICATION
Plaza de Las Cruces
March 24, 2018**

Application deadline : March 1, 2018

	FEES	FEES DUE:	List of products sold
10' x 10' space: arts & crafts, agricultural or commercial	\$75		
Sweets Vendors	\$100		
	TOTAL:		

Space is sold in increments of 10 feet. If you require additional space, you must purchase a second space. If an exhibitor cancels on or before the close of business on March 1, 2018, a refund less \$25 will be issued. No refunds after that date.

Please **PRINT** all information legibly especially your email address

Contact Name: _____

Business Name: _____ CRS Number**: _____

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

Phone: _____ Email: _____

****Required.** Contact New Mexico Taxation and Revenue if you do not have a CRS number.

Any special requests or notes. Space requests need to be specific and detailed

VENDOR CHECK LIST:

Your completed application package includes:

- Completed and thoroughly filled out application.
- Full payment for calculated fees.

FOOD VENDOR CHECK LIST:

- ___ Complete Application
- ___ Full payment of fees
- ___ Proof of Liability Insurance
- ___ Menu with Prices
- ___ Space Dimensions:
 - _____ feet frontage (including tongue)
 - _____ feet depth
- ___ Tent or Trailer:
- ___ Copy of Health Permit (must be included for food products to be sampled on site)

**Make checks/money order payable to: Las Cruces Event Planning
Mail payment and application to: Las Cruces Event Planning
250 Cotorro Ct Ste B
Las Cruces, NM 88005**

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