

**DEADLINE: FEBRUARY 22, 2019**

**2019 SIP INTO SPRING WINE FESTIVAL**  
**Civic Center: Alamogordo, NM**  
**March 16-17, 2019**  
**12:00 PM– 6:00 PM Saturday & Sunday**

*The Alamogordo Chamber of Commerce presents the first ever Sip Into Spring Wine Festival to promote New Mexico's historic wine industry, showcasing the best of the state's wines. This event will be over St. Patrick's Day weekend, March 16-17, 2019 and held at the Civic Center in Alamogordo, NM. The event will be held indoors to avoid New Mexico March weather conditions.*

**Promotion** Sip Into Spring Wine Festival utilizes numerous media to promote the festival including: posters and fliers widely distributed throughout the area, newspaper, radio, tourism associations, and the internet. Attendance is expected to be 2000 – 4000 over the two days.

**Vendor Eligibility** Any licensed business with an approved product is encouraged to apply. The Organizer 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 base. Vendors are divided into 2 categories:

- **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 and Direct Sales.** 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.**

**Location.** The festival takes place at the Civic Center in Alamogordo located at 800 E First St. This event is indoor.

**Food Vendors.** Food trucks are welcome. We will fence off an area outside of one of the doors so that guests can go in and out.

**Security.** Security will be provided during event hours and the building will be secure after hours. Neither Sip Into Spring, Alamogordo Chamber of Commerce, 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 tables, and chairs. Vendor spaces are assigned based on date when complete applications (including fees) are received and written requests for special placement. Vendor site placement is FINAL and will not be changed by the festival management.

**Deadlines and Refunds.** If a vendor drops on or before **February 1<sup>st</sup>** a refund less a \$25 assessment fee will be issued. **No refunds will be given after that date.**

**Permits/Licenses.** Contact the Otero County Health Dept, 411 Tenth St Rm 106, Alamogordo, NM 88310, 575-437-7115 to apply for a health permit. Gross receipts must be reported on your CRS form for Otero County.

**Set up: Set up is on Friday from 8:00 am – 5:00 pm**

# 2019 SIP INTO SPRING WINE FESTIVAL

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Application deadline is February 22, 2019

	Fee	FEES DUE:	Product Description
10 x 10 space: arts & crafts, agricultural or commercial	\$100		
Food vendors 10 x 10	\$200		
<b>Additional Fees:</b>			
Electricity**	\$25		
<b>TOTAL:</b>			

Space is sold in increments of 10 feet. If you require additional space, you must purchase a second space at Cost. IF an exhibitor cancels on or before the close of business on February 1, 2019 a refund, less \$25 will be issued. No refunds after that date.

\*\*Electricity availability is limited and will be on a first received and paid basis.

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

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_ CRS Number\*\*\*: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ **Emergency Call Number:** \_\_\_\_\_

Email: \_\_\_\_\_

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

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## 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 or money orders payable to:**

Alamogordo Chamber of Commerce

## **Mail applications to:**

Sip Into Spring, 250 Cotorro Ct. Las Cruces, NM 88005

Email [staci@lascruceseventplanning.com](mailto:staci@lascruceseventplanning.com) or call 575-522-1232 for more information.