

**Sip Into Spring Wine Festival**  
**Civic Center: Alamogordo, NM**  
**March 16-17, 2019**  
**Winery and Brewery Instructions**

**Dates:** Saturday and Sunday March 16-17, 2019. Set up is Friday March 15th 8:00am-5:00pm

**Festival Hours:** Noon to 6pm daily

**Location:** Civic Center in Alamogordo, NM located at 800 E First St

**Security:** Security will be provided during show hours and 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 to your property at anytime.

**Wine tastings and sales:** Provide free ½ oz. samples of wine to guests. Wineries can sell glasses for consumption on-site and bottles/cases for at-home consumption.

**Expected Attendance:** 2,000 to 4,000 attendees

**Important Dates:**

There will be NO EXCEPTIONS to the below deadlines, due to the time it takes for permit approval.

**February 1, 2019**

- Completed Public Celebration Permit, signed and notarized
- Complete servers list including: name, license # and expiration date
- Certificate of Insurance, current through 3/17/19
- Completed registration form, including accurately calculating your fees, which include: space rental, tent and electricity.
- A check for registration fees made payable to "Alamogordo Chamber of Commerce"
- A check for \$20 made payable to "NM Alcohol and Gaming"

**Celebration Permits:** We will secure local signatures and send the permits to Santa Fe with the rest of the required documentation. We will give them to you when you arrive to set up.

**Questions:** If you have any questions as you complete your package, please contact Staci Mays at 575-522-1232 or [staci@lascruceseventplanning.com](mailto:staci@lascruceseventplanning.com).

**2019 Sip Into Spring: Winery Registration**  
**March 16-17, 2019 Civic Center: Alamogordo, NM**

The deadline to register for this festival is **February 1, 2019** to allow us time to do the rest of the local and state paperwork for you.

Winery Owner: \_\_\_\_\_

Winery Name: \_\_\_\_\_

Winery Address: \_\_\_\_\_

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

**Please calculate your fees carefully. You should have one fee for space and one fee for electricity if you choose.**

Description	Quantity	Unit Fee	Total Fee
10' x 10' Booth		\$150	
10' x 20' Booth		\$250	
Electricity		\$25	
<b>TOTAL</b>			

If you have any questions, please call Las Cruces Event Planning 575-522-1232.

You must mail the following by **February 1st**:

- Public Celebration permit, completed, signed and notarized
- List of servers including: name, servers license number and expiration date
- Copy of liability insurance
- The completed registration form
- Check for registration fees above made payable to Alamogordo Chamber of Commerce
- Check payable to NM Alcohol & Gaming for \$20 per booth

**Mail all of the above to:**  
**Sip Into Spring**  
**250 Cotorro Ct**  
**Las Cruces, NM 88005**

