



**VADO SPEEDWAY PARK CHRISTMAS VILLAGE  
VENDOR APPLICATION  
Vado Speedway Park  
December 2<sup>nd</sup>-23<sup>rd</sup>, 2021 Thursday-Saturday 7pm-10pm**

Vado Speedway Park is bringing Christmas to the track! In December, the concourse of the venue will be transformed into a Winter Wonderland! Enjoy 3 weeks of lights, displays, photo backdrops, Santa along with some of your other favorite Christmas characters, hot chocolate, campfires, s'mores, vendors and more! The event will be held every Thursday-Saturday from December 2-18 with a final magical night on December 23rd from 7pm-10pm.

**Promotion:** Las Cruces Event Planning and Vado Speedway Park will be utilizing social media, radio, print and digital media to promote the event. The event will be heavily advertised during the Saturday night races between now and December.

**Vendor Eligibility:** 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.

- **Arts & Crafts/ Commercial Products:** Will be accepted on a case by case basis based on the quality of the product. Christmas items and Christmas shopping items are highly encouraged.

**Location:** Vado Speedway Park 15900 Stern Dr, Vado, NM 88072

**Exhibition Space.** Exhibitors must provide booth structure, tables, and chairs. You are encouraged to provide lights, 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.

**Event Date:** December 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 23<sup>rd</sup>

**Event Hours:** 7:00pm to 10:00pm

**Set Up:** Set up will be from 5pm to 7pm.

**Deadlines & Refunds.** No refunds will be given within a week of the event. 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



**CHRISTMAS AT VADO SPEEDWAY PARK  
VENDOR APPLICATION  
Vado Speedway Park  
December 2<sup>nd</sup>-23<sup>rd</sup>, 2021**

***Application deadline is Friday, November 12, 2021***

|                         | <b>FEES</b>                         | <b>FEES DUE:</b> | <b>List of products sold</b> |
|-------------------------|-------------------------------------|------------------|------------------------------|
| 10' x 10' outdoor space | \$100 1 weekend<br>\$250 all nights |                  |                              |
| VIP Indoor Suite        | \$150 1 weekend<br>\$400 all nights |                  |                              |
|                         |                                     |                  |                              |
|                         | <b>TOTAL:</b>                       |                  |                              |

Outdoor space is sold in increments of 10 feet. If you require additional space, you must purchase a second space. If an exhibitor cancels more than 1 week prior to the event, a refund less \$25 will be issued. No refunds less than 1 week out.

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

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

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

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

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

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

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**VENDOR CHECK LIST**

Your completed application package includes:

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

**Make checks/money order payable to: Vado Speedway Park  
Mail payment and application to:  
Las Cruces Event Planning  
2954 St Charles Ave  
Las Cruces, NM 88012**

*Email: staci@lascruceseventplanning.com or call 575-642-8338 for more information.*