



2ND ANNUAL VADO SPEEDWAY PARK CHRISTMAS VILLAGE
VENDOR APPLICATION
Vado Speedway Park
December 2nd-23rd, 2022 Friday-Saturday 6pm-10pm

Vado Speedway Park is bringing Christmas to the track! In December, the upper concourse of the venue will be transformed into a Winter Wonderland! Enjoy 4 weekends 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 Friday-Saturday and Thursday the 22nd from December 2-23 from 6pm-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.
- **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: 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 2nd, 3rd, 9th, 10th, 16th, 17th, 22nd, 23rd

Event Hours: 6:00pm to 10:00pm

Set Up: Set up will be from 4pm to 6pm for those setting up for 1 weekend. Set up days for those signing up for all weekends will be sent out in set up information prior to the event,

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



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Application deadline is Friday, November 12, 2022

	FEES	FEES DUE:	List of products sold
10' x 10' outdoor space	\$100 1 weekend \$250 all nights		
VIP Indoor Suite	\$400 all nights		
Food Vendors	\$500 all nights		
	TOTAL:		

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

Arts & Crafts Vendors

____ Completed Application

____ Full payment

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: 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.