



## Carlsbad Winter Wine Festival Winery Instructions

**Dates:** December 6-7, 2019. Set up is Friday December 5<sup>th</sup> 8:00am-5:00pm

**Festival Hours:** Friday 6:00pm to 9:00pm, Saturday 12:00 Noon to 6:00pm

**Location:** Pecos River Village Conference Center: 711 Muscatel Ave Carlsbad, NM 88220

**Security:** Security will be provided 30 minutes prior to the start of the event until 30 minutes after the event each day. The building will be secured outside of festival hours. Neither Las Cruces Event Planning, Carlsbad Chamber of Commerce or Carlsbad Winter Wine Festival 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. Samples are unlimited for the VIP night on Friday. Samples are limited to 10 on Saturday. Please take their ticket when you provide a sample. You may sell glasses for consumption on-site and bottles/cases for at-home consumption.

**Expected Attendance:** 350 Friday and 800 Saturday

### Important Dates:

There will be NO EXCEPTIONS to the below deadlines. We must adhere to these deadlines to meet local and state permitting requirements and get the Alcohol and Gaming permits in time.

### October 1<sup>st</sup>

- Completed Carlsbad Winter Wine Festival registration form
- Completed Public Celebration Permit, signed and notarized
- A check for your booth fees made payable to “Carlsbad Chamber of Commerce”
- A check for \$20 made payable to “NM Alcohol and Gaming” for your permit fee
- Complete servers list including: name, license # and expiration date
- Certificate of Insurance, current through 12/7/19

**Booth Placement:** Your placement will continue to rotate between the meeting rooms, hallway and carousel room, as we have done in previous years.

**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 Carlsbad Winter Wine Festival: Winery Registration  
December 6-7, 2019  
@ Pecos River Village Conference Center**

The deadline to register for this festival is **October 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: \_\_\_\_\_

Description	Quantity	Unit Fee	Total Fee
10' x 20' Booth (includes 2 8ft tables and electricity)		\$150	
<b>TOTAL</b>			

You do need a temporary business license for this festival. Call the City of Carlsbad at 575-887-1191 and ask for the licensing department. Or you may download the form online at [www.cityofcarlsbadnm.com](http://www.cityofcarlsbadnm.com). Click on Planning, Eng. & Reg. Dept, then Applications Permits, Forms & Fees, then Business Registration Application. This temporary permit is \$10.

You must mail the following by **October 1<sup>st</sup>**:

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

**Mail all of the above to:  
Carlsbad Winter Wine Festival  
250 Cotorro Ct  
Las Cruces, NM 88005**

If you have any questions, please contact Staci Mays at Las Cruces Event Planning 575-522-1232 or email [staci@lascruceseventplanning.com](mailto:staci@lascruceseventplanning.com)



<b>Section 5 - Handwashing Set-up</b> (Hand soap, paper towels and trashcan must be provided at all set-ups)			
Type of handwashing:	How will water be heated:	Bare hand contact eliminated by:	
Container with on/off spigot and catch bucket <input checked="" type="checkbox"/> Portable handwashing sink <input type="checkbox"/> Handwashing sink w/ hot & cold running water under pressure <input type="checkbox"/>	Auxiliary heating source (i.e. burner) <input checked="" type="checkbox"/> Water heater <input type="checkbox"/> Other <input type="checkbox"/>	<b>(check all that apply)</b>	
		Dispensing units <input checked="" type="checkbox"/>	Deli tissue <input checked="" type="checkbox"/>
		Utensils <input checked="" type="checkbox"/>	Gloves <input checked="" type="checkbox"/>
		Other:	

<b>Section 6 - Utensil Washing Set-up</b> (Must wash with soap, rinse with water and sanitize all utensils/dishes)			
Method of utensil washing:	How will water be heated:	Type of sanitizer:	
3 Basins (i.e. bus tub) <input checked="" type="checkbox"/> 3 Compartment sink <input type="checkbox"/> 3 Compartment sink w/ hot & cold running water under pressure <input type="checkbox"/>	Auxiliary heating source (i.e. burner) <input checked="" type="checkbox"/> Water heater <input type="checkbox"/> Other:	(select) (Concentration)	
		Chlorine (bleach) <input checked="" type="checkbox"/>	<b>100 PPM</b>
		Quaternary ammonia <input type="checkbox"/>	___ PPM
		Iodine <input type="checkbox"/>	___ PPM
<b>(Appropriate test-strips required)</b>			

<b>Section 7 - Utility Supply and Disposal</b>			
Water source	Waste water disposal	Power Supply	Trash disposal
<i>Example: City water</i>	<i>Wastewater containers provided by organizer</i>	<i>Generator</i>	<i>Dumpsters available</i>
<b>City Water</b>	<b>Wastewater containers provided by organizer</b>	<b>Indoor Electrical</b>	<b>Dumpsters available</b>

<b>Section 8 - Equipment</b> (Use additional sheets if needed)		
<b>Use:</b>	<b>Type:</b>	<b>Certification:</b> (examples include: NSF, ETL)
Transportation to event hot/cold foods (Example: Insulated container, cooler, etc.)		
Cold holding (Example: Refrigeration, prep table, etc.)		
Hot holding (Example: Steam table, grill etc.)		
Cooking/ Re-heating (Example: Grill, stove, burners etc.)		
Food thermometers (Example: Metal Stem 0-220°F)		
Other		