

DEADLINE: OCTOBER 31, 2018

2018 CARLSBAD WINTER WINE FESTIVAL
Pecos River Village Conference Center • Carlsbad, NM
November 30th & December 1st, 2018
6:00 pm – 9:00 pm Friday & Noon – 6:00 pm Saturday

The Carlsbad Winter Wine Festival is a special weekend during the annual and well-attended Christmas on the Pecos. Friday night is a special sponsors and VIP party and Saturday will be part wine festival and part holiday arts and crafts fair.

Promotion The Carlsbad Winter 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. The vast majority of the advertising will be tied to the very popular Christmas on the Pecos event.

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:

- **Arts/Crafts** must be original, unique and represented by the artist at the festival. All media are eligible and encouraged. Photos of product and/or booth set up must be submitted with application.
- **Agricultural.** Ag products include salsas, cheeses, pastas, oils, any sort of food product that is meant for at-home consumption rather than at the event. Those offering samples should have health permits.

Location. The festival takes place at the Pecos River Village Conference Center.

Security. Security will be provided during festival hours only. Neither the Carlsbad Winter Wine Festival, Carlsbad Chamber of Commerce, Pecos River Village Conference Center, nor Las Cruces Event Planning will be responsible for damages, theft, or loss, before, during or after event hours.

Exhibition Space. Booth space is APPROXIMATELY 10'x10'. Exhibitors must provide tables and chairs for their space. There is no pipe and drape division between these booths. Due to space constrictions, we will **NOT** allowed any tent structures this year. We are sorry for any inconvenience this will cause your set up, but it is too difficult to fit all vendors in the meeting rooms with them. Vendor spaces are assigned based on date when complete applications (including fees) are received and written requests for special placement. Special consideration is given to placement that affects product quality, but request must be in writing. Vendor site placement is FINAL and will not be changed by the festival management.

Deadlines and Refunds. If vendors drop on or before **October 14th** a refund less a \$25 assessment fee will be issued. **No refunds will be offered after that date.**

Permits/Licenses. For health permits, contact the Environmental Health Department at 406 N. Guadalupe Suite C, Carlsbad, NM 88220 (575) 885-9023 to apply for a health permit. Gross receipts must be reported on your CRS form for Eddy County. Please contact the City Of Carlsbad for a temporary business license at 575-887-1191.

Set up and Tear Down: Set up is on Friday from 10:00 am – 5:00pm. Any vendor not checked in by 4:00pm will forfeit their space in the show. Tear down is Saturday evening until 9:00 pm. There are limited doorways for access and parking is 20-30 feet from the doors. Vendors should bring carts and hand-trucks for loading in and out of the Conference Center.

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Fee Schedule:

| | Fee | FEES DUE: | Product Description |
|-----------------------------|------|-----------|---------------------|
| Arts & Crafts, 10 x 10* | \$50 | | |
| Food Vendor (One Available) | \$75 | | |
| Electricity** | \$25 | | |
| TOTAL: | | | |

**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 October 14th, a refund, less \$25 will be issued. No refunds after that date.*

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

Contact Name: _____

Business Name: _____ CRS Number***: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ **Emergency Cell Number:** _____

Email: _____

****Required. Contact New Mexico Taxation and Revenue if you do not have a CRS number.*

Any special requests or notes Space requests need to be specific and detailed "Same space as last year" is not acceptable.

Your completed application package includes:

- This application completely and thoroughly filled out
- Full payment for calculated fees
- Temporary City of Carlsbad Business License.
- **AG and Food Vendors:** Copy of liability insurance and health permit

Make checks or money orders payable to:
Carlsbad Chamber of Commerce

Mail applications and the checks to:
Carlsbad Winter Wine Festival,
250 Cotorro Court Ste. B,
Las Cruces, NM 88005

Email: staci@lascruceseventplanning.com or call 575-522-1232 for more information.