

DEADLINE: TBA

2018 TULAROSA BASIN WINE FESTIVAL
Alameda Park • Alamogordo, NM
Dates TBA
Friday 5:00 PM– 10:00 PM & Saturday Noon – 6:00 PM

The Tularosa Basin Wine festival is back after 2 years and we are so excited! The event will now benefit Thrive in Southern New Mexico while promoting New Mexico's historic wine industry, showcasing the best of the state's wines, along with local and regional artists and live music.

Promotion The Tularosa Basin 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. Attendance is expected to be 2000 – 4000 over the two days.

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:

- **Agricultural** products must be commercially prepared, packaged, and labeled. Proof of liability insurance must be provided with application. Foods may be sampled on site, but are sold for at-home consumption.
- **Arts/Crafts and Direct Sales** All media are eligible and 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. The festival takes place at the Alameda Park, located on White Sands Blvd in Alamogordo.

Security. Security will be provided from 4:30 pm on Friday through 8:00 pm on Saturday. Neither the Tularosa Basin Wine Festival, Alameda Zoo, nor Las Cruces Event Planning will be responsible for damages, theft, or loss, before, during or after festival hours.

Exhibition Space. Booth space is 10'x10'. Exhibitors must provide booth structure, tables, and chairs. You are encouraged to provide sun, 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 (including fees) are received and written requests for special placement. Special consideration is given to placement that affects product quality, but request must be made in writing. Vendor site placement is FINAL and will not be changed by the festival management.

Deadlines and Refunds. If a vendor drops on or before **deadline** a refund less a \$25 assessment fee will be issued. **No refunds will be given after that date.**

Permits/Licenses. Contact the Otero County Health Dept, 411 Tenth St Rm 106, Alamogordo, NM 88310, 575-437-7115 to apply for a health permit. Gross receipts must be reported on your CRS form for Otero County.

Set up: Set up is on Friday from 8:00 am – 5:00 pm. You are able to pull you vehicle onto the grounds to unload, but please move your vehicle before you begin set up. All vehicles must be off the grounds by 4:30pm.

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	Fee	FEES DUE:	Product Description
10 x 10 space: arts & crafts, agricultural or commercial	\$75		
Food vendors 10 x 10	\$125		
Additional Fees:			
Electricity (limited- first come basis)	\$25		
TOTAL:			

If an exhibitor cancels on or before the close of business on August 24, 2018, 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 Call Number:** _____

Email: _____

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

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

Please complete the checklist for your vendor type:

Arts & Crafts Vendors

____ Completed Application

____ Full payment

Ag Vendors

____ Completed Application

____ Full payment

____ Certificate of Insurance

____ Copy of Health Permit

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 or money orders payable to:

Las Cruces Event Planning

Mail applications to:

Tularosa Basin Wine Festival, 250 Cotorro Ct. Las Cruces, NM 88005

Email Staci@LasCrucesEventPlanning.com or call 575-522-1232 for more information.