



2018 WEDNESDAY NIGHTS ON MAIN
VENDOR APPLICATION
Plaza de Las Cruces
May 30th, June 13th, June 27th, July 11th, July 25th

Wednesday Nights on Main is a series of events at Plaza de Las Cruces that will run every 2 Wednesdays from 6pm to 10pm during the Summer. We will have vendors of all types, food vendors, entertainment, activities and each night will have a different theme.

Promotion: Las Cruces Event Planning utilizes numerous media to promote the event including: full color posters widely distributed throughout the area, online, radio, as well as social media. Event information can be found at www.LasCrucesEventPlanning.com.

Vendor Eligibility: Any licensed business with an approved product is encouraged to apply. 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.

- **Food Vendors:** You must submit a list of items you will be selling. Mobile vending units and food trailers **MUST** submit exact dimensions (including tongue) with the application. **Electricity requirements and health permit MUST be submitted.**
- **Arts & Crafts/ Commercial Products:** Will be accepted on a case by case basis based on the quality of the product

Location: Plaza de Las Cruces 100 Main

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 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 Dates: Wednesdays.... May 30th, June 13th, June 27th, July 11th, July 25th of 2018

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

Set Up: Set up will be from 4pm to 6pm.

Themes:
May 30th - 50's Sock Hop
June 13th - Mexican Fiesta
June 27th - Country Western
July 11th - Circus
July 25th - Superheroes

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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This application is for participation in the following "Wednesday Nights on Main" date:

Please circle one: May 30th June 13th June 27th July 11th July 25th (1 application per date)

	FEES	FEES DUE:	List of products sold
10' x 10' space: arts & crafts, agricultural or commercial	\$40		
Food Vendors	\$75		
	TOTAL:		

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

VENDOR CHECK LIST:

Your completed application package includes:

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

FOOD VENDOR CHECK LIST:

- ___ Complete Application
- ___ Full payment of fees
- ___ Proof of Liability Insurance
- ___ Menu with Prices
- ___ Space Dimensions:
 - _____ feet frontage (including tongue)
 - _____ feet depth
- ___ Tent or Trailer:
- ___ Copy of Health Permit (must be included for food products to be sampled on site)

**Make checks/money order payable to: Las Cruces Event Planning
Mail payment and application to: Las Cruces Event Planning
250 Cotorro Ct Ste B
Las Cruces, NM 88005**

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