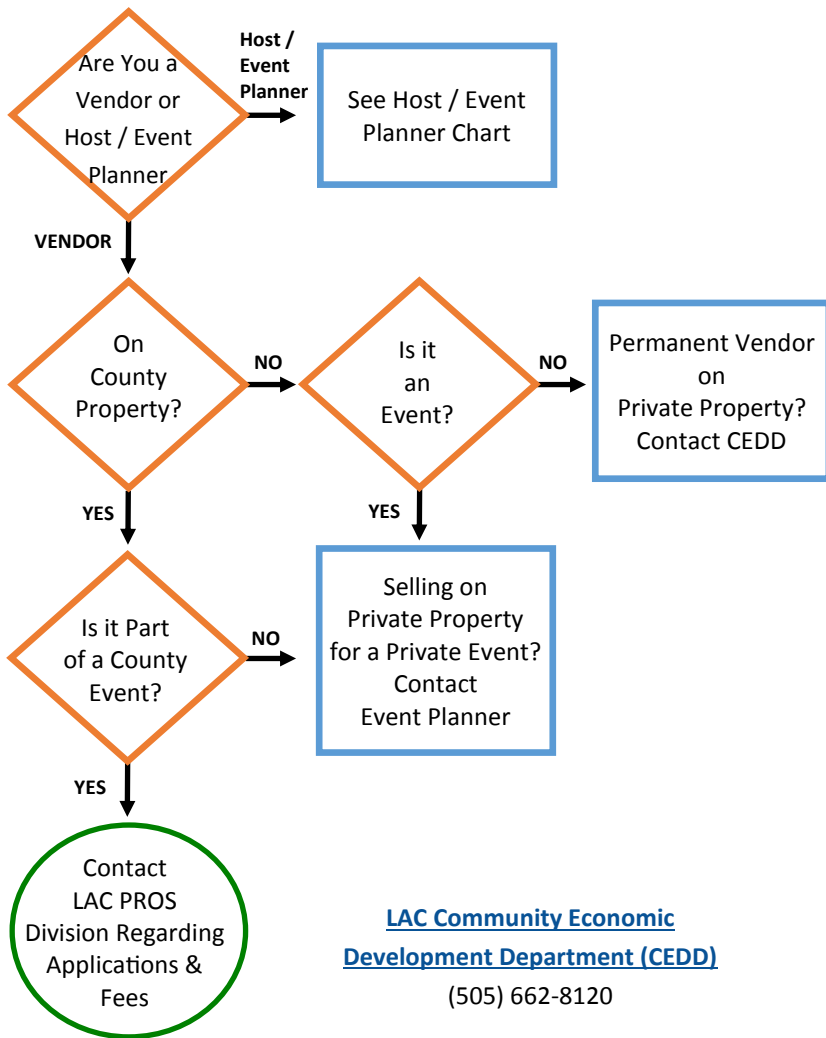


VENDOR CHART: VENDING IN LOS ALAMOS COUNTY



LAC Community Economic Development Department (CEDD)
 (505) 662-8120

LAC Parks, Recreation & Open Space Division (PROS)
 (505) 662-8170

WHAT ARE YOU VENDING?

REQUIREMENTS FOR VENDORS IN LOS ALAMOS COUNTY

For Handing out Informational Materials

- Acquire Vendor License, date specific vending permit, and pay associated fees with LAC PROS Division.

For Selling Non-Food Items

- County Business License required - Contact CEDD for application.
- \$1 Million liability insurance naming the County as an additional insured.
- Acquire Vendor License, date specific vending permit, and pay associated fees with LAC PROS Division.

For Selling Pre-Packaged Food Items

- County Business License required - Contact CEDD for application.
- \$1 Million liability insurance naming the County as an additional insured.
- Acquire Vendor License, date specific vending permit, and pay associated fees with LAC PROS Division.

For Selling Prepared Food Items

- Acquire a Food Permit from the [NM Environmental Department](#).
- County Business License required - Contact CEDD for application.
- \$1 Million liability insurance naming the County as an additional insured.
- Acquire Vendor License, date specific vending permit, and pay associated fees with LAC PROS Division.

For Alcohol

- County Business License required - Contact CEDD for application.
- Acquire an Alcohol & Gaming Permit from [NM Alcohol and Gaming](#).
- Acquire County Alcohol Use Permit from the LAC PROS Division.
- \$1 Million liability insurance naming the County as an additional insured.
- Acquire Vendor License, date specific vending permit, and pay associated fees with LAC PROS Division.

For Inflatable Games

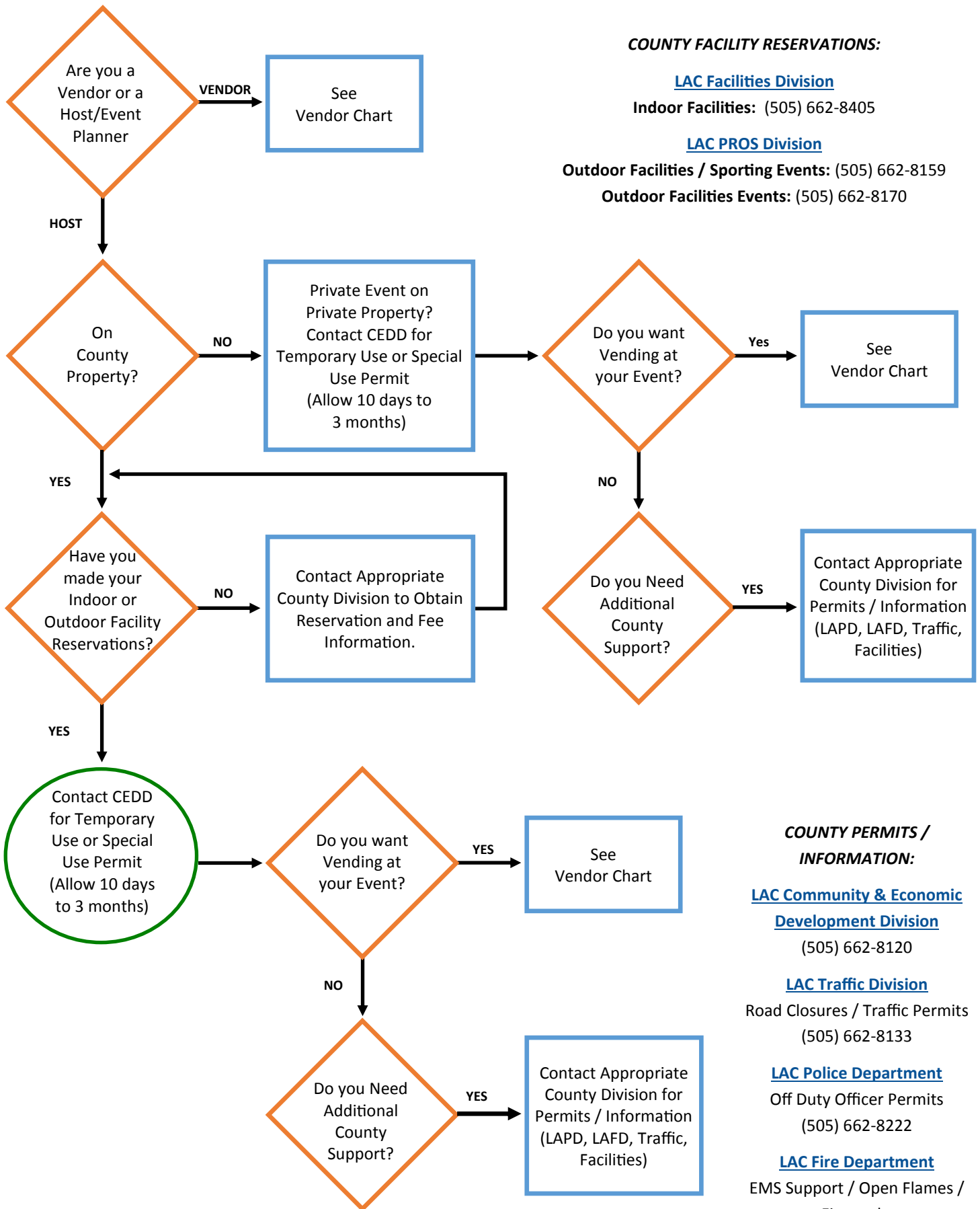
- Acquire Carnival Ride Insurance Program Certificate from the [New Mexico Regulation & Licensing Department](#).
- \$3 Million liability insurance naming the County as an additional insured.
- County Business License required - Contact CEDD for application.
- Acquire Vendor License, date specific vending permit, and pay associated fees with LAC PROS Division.

EXCEPTIONS FOR BUSINESS LICENSES: No business registration or license application and fee shall be required for:).

1. Itinerant peddlers, vendors or hawkers, (hereinafter sometimes "vendors") who temporarily bring goods, wares, merchandise or samples into the county for display or sale at traditional art shows and fiestas and at special events of county-wide interest, which are sponsored by civic organizations, **provided that:**
 - a. Solicitations at the event have been authorized by the administrator and the sponsoring organization in advance of the event; and
 - b. The sponsoring organization has paid a fee of \$100.00; and
 - c. The sponsoring organization has obtained a temporary use or event permit from the county, paid a deposit for cleanup and other county services and has obtained liability insurance in an amount determined by the administrator; and
 - d. The sponsoring organization agrees to notify all vendors and persons making solicitations that the waiver of license fees is not a waiver of the obligation of the vendor or solicitor to report and pay gross receipts taxes; and
 - e. Any one event shall be no more frequent than twice a year and shall last for no more than four consecutive days.
2. Sale by residents of New Mexico of wood, fruits, farm or garden produce of their own raising, or personal harvesting.
3. Solicitations on behalf of governmental or political subdivisions of the state and of the United States.
4. A business license application shall be required for solicitations by student vendors. So long as they do not gross more than \$2,000.00 in a calendar year no fee shall be required. Student vendor solicitations are limited to persons currently enrolled in an elementary, middle or junior high school, high school, college or university, and proof of enrollment may be required at the time of the application for the license.

(May still need a Vendor Permit and Vendor License from the LAC PROS Division if vending at certain events or Sullivan Field)

HOST / EVENT PLANNER CHART: HOSTING AN EVENT IN LOS ALAMOS COUNTY



COUNTY FACILITY RESERVATIONS:

[LAC Facilities Division](#)

Indoor Facilities: (505) 662-8405

[LAC PROS Division](#)

Outdoor Facilities / Sporting Events: (505) 662-8159

Outdoor Facilities Events: (505) 662-8170

COUNTY PERMITS / INFORMATION:

[LAC Community & Economic Development Division](#)

(505) 662-8120

[LAC Traffic Division](#)

Road Closures / Traffic Permits
(505) 662-8133

[LAC Police Department](#)

Off Duty Officer Permits
(505) 662-8222

[LAC Fire Department](#)

EMS Support / Open Flames /
Fireworks
(505) 662-8301