



LOS ALAMOS
where discoveries are made

LOS ALAMOS COUNTY EVENT / VENUE VENDOR PERMIT APPLICATION

Please return completed form with all required documentation and fees:
 Los Alamos County Recreation Division - Attn: VENDOR PERMIT
 2760 Canyon Road, Los Alamos, New Mexico, 87544
 Phone: (505) 662-8170 Fax: (505) 662-8034
 E-mail: lacrecrec@lacnm.us Website: www.losalamosnm.us click on "Recreation"

Office Use Only	
Date Rcvd:	Staff:
Vendor Permit #:	

A SEPARATE VENDOR PERMIT APPLICATION AND PAYMENT IS REQUIRED FOR EACH FACILITY, LOCATION, EVENT, OR SERIES OF EVENTS PRIOR TO THE ISSUING OF THE PERMIT

REQUIRED INFORMATION

*Business/Organization Name: _____ LA County Resident Non-Resident

*Name of Applicant/Contact Person: _____

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

*E-mail: _____ Day #: () Cell #: ()

Weekly vendor maps and information sent via email.

BOOTH SPACE/S **Power Needed** (120 Volts at Ashley Pond) _____ 1 Outlet per Vendor for Summer Concerts for cooking and heating purposes.

To prevent trip hazards vendors are responsible for covering power cords or wires that cross pedestrian traffic.

No Sales - Information Only*: Describe information to be distributed: _____

* Sales of raffle tickets or other non-food items being sold for fundraising is considered Non-Food vending (see back of form).

Sales - Non Food: Describe items to be sold: _____

High Risk: Sales - Food: Describe items to be sold: _____

High Risk: Inflatable Toys: Number of inflatable games to be provided: _____

Vehicle / Trailer: _____ feet - Total Length: Trailers need to be unhitched from vehicles. Tow vehicles must be parked offsite.

Due to space constraints the Ice Rink and Aquatic Center parking lots cannot accommodate trailers or food trucks.

1-Day Vendor or Multiple Events: For individual days or a series of events (i.e. Summer Concerts, season of swim meets, season of hockey games, etc...) at designated County venues. **The host organization or designee will work with the Facility Manager at least 30 days in advance of the event to ensure that there is enough time for requirements to be met.**

VENUE: *Summer Concert Series Ice Rink Aquatic Center Other: _____

Reservation Date/s: _____

*Summer Concerts: Due to food vendor space constraints registration is a first-come first-serve basis (see back of form).

LAC County Fair & Rodeo: This permit allows for vending during Fair & Rodeo Weekend at Ashley Pond or Brewer Arena
 Due to space constraints at Brewer Arena vendors are limited to a maximum of four (4).

DEADLINE FOR SUBMISSIONS: The Wednesday before the Fair & Rodeo by 5:00PM

Ashley Pond: Check One : Friday Night Saturday Day Both Days Ashley Pond:

Brewer Arena: Check One : Saturday Sunday Both Days: Brewer Arena

FEES COVER CURRENT SEASON'S EVENTS						
√	TYPE OF VENDOR	PER VENDOR	RESIDENT	NON-RESIDENT	SUMMER CONCERT SERIES	AMOUNT DUE
	No Sales - Information Only	Per Day Event	\$ 15	\$ 25	\$200	\$
	Sales, Non-Food Items, One 10' x 10' space. Sales of raffle tickets or other non-food items being sold for fundraising is considered Non-Food vending.	1 Day Event	\$ 50	\$ 75	\$200	\$
		2 Day Event	\$ 75	\$100		
	High Risk: Food, Inflatable Games One 10' x 10' space, trailer or inflatable game	1 Day Event	\$ 75	\$100	\$300	\$
		2 Day Event	\$100	\$125		
	Additional Spaces: #___ Additional \$25/space/day					\$
TOTAL DUE						\$

READ AND SIGN BACK OF FORM

VENDORS TYPES:

No Sales Vendors: Free promotional materials only.

Non-Food: Any person, business, or organization who offer to sell stocks or samples of goods, wares and merchandise or goods crafted primarily of manufactured materials and processes and/or made by someone other than the vendor. **Sales of raffle tickets or non-food items being sold for fund-raising is considered Non-Food vending.**

High Risk Vendors:

Food Vendors: Any person, business, or organization who offer for sale, occasionally or temporarily, food products, or samples in the County. Are required to provide the County with the following documentation prior to the issuance of a permit:

- ◆ **A copy of General Liability Insurance in the amount of \$1,000,000 naming Los Alamos County as an additional insured.**
- ◆ A current New Mexico Environmental Department (NMED) Food Permit (Annual or Temporary), a letter on NMED letterhead waiving the requirement for a food permit, or check the box on the Vendor's License that the NMED was contacted and stated that a food permit was not required. **Note that the NMED requests any documents must be received at least 10 days in advance.**

The District II NMED Office is located:

712 La Joya Street, Española, NM 87532

Phone: (505) 753-7256

Office Hours:

8:00 AM – 5:00 PM

Inflatable/Carnival Games: must provide the County with the following documentation prior to the issuance of a permit:

- ◆ **Copy of General Liability in the amount of \$3,000,000 naming Los Alamos County as an additional insured.**
- ◆ Carnival Ride Insurance Program Certificate Issued by the NM Regulation & Licensing Department.

Website: http://www.rld.state.nm.us/superintendent/Carnival_Ride_Insurance_Program.aspx

RULES & REGULATIONS FOR SETTING UP AT COUNTY VENUES

- Direct all questions to the Recreation Staff at (505) 662-8170 or lacre@lacnm.us, to ensure consistency of information.
- Los Alamos County vending permits only permit vendors to set-up at County-Owned venues.
- **All Vendors will be assigned a location prior to the event/s. Vending assignments will be issued by the Recreation Division and is done on a first-come, first-case basis and on size, electrical/power requirements and space constraints after all paperwork and payments have been received.**
- Permits and vendor assignments will be sent via email so a viable email address must be included on paperwork
- To create a uniform event appearance, all vendors setting up a tent must have a 10' x 10, canopied tent.
- Approved food service vehicles/trailers are allowed to park on Central Avenue. All trailers must be unhitched from vehicles and the vehicles parked in another location.
- To prevent damage to the grass, irrigation, and utility lines vehicles are not permitted to drive or park on the grass at any County field or park unless specifically arranged with LAC PROS staff for that event.
- Each vendor is responsible for picking up and disposing of their trash in the dumpsters at the permitted venue.
- Vending at ChamberFest, 4th of July at Overlook Park and ScienceFest are not included in this permit.
- **Vendors who violate these rules and regulations may lose their Vendor Permit and will not be issued a refund.**

ADDITIONAL INFORMATION FOR SUMMER CONCERT SERIES

- **Power is limited to one 120 volt outlet per vendor.** All power bars must meet fire codes. If a vendor's additional devices overload the power box they will be required to disconnect additional devices. Power is for cooking/heating requirements which take precedence over lighting requests.
- Additional vendor vehicles cannot park onsite and are not allowed to drive-in and unload after 4:00PM or before 9:00PM. Vendors in violation of this process will be asked to move their vehicles and **additional violations may result in loss of vending permit without a refund.**
- Two vending locations at Ashley Pond Park: One site for food vendors and one for information/other sales vendors. Staff determines location.
- **Summer Concert Series: Food vendors are expected to be set-up by 4PM for weekly inspections by the NM LP Gas Bureau and Los Alamos County Fire Department.**

ADDITIONAL INFORMATION FOR FAIR & RODEO VENDOR PERMITS

- **Artist/Artisan** - Any individual who displays or offers for sale his or her own hand-crafted products must contact the Fuller Lodge Art Center, the coordinators of the Fuller Lodge Arts & Crafts Fair, at (505) 662-1635 or via email info@fullerlodgeartcenter.com.
- **Ashley Pond:** Vendors are expected to complete the unloading of their vehicles and have them removed from Central Avenue by 9:00AM; have their booths set-up by 10:00AM; and to be open for the duration of the event which ends at 3:00PM.
- **Brewer Arena:** On Saturday and Sunday vendors are expected to be set-up and ready to sell by Noon and open for the duration of the event which ends approximately at 5:00PM each day.

AGREEMENT TO PARTICIPATE & RELEASE OF LIABILITY

PLEASE READ CAREFULLY BEFORE SIGNING. THIS IS A RELEASE OF LIABILITY AND WAIVER OF LEGAL RIGHTS. I agree and understand that I am an independent vendor engaging in business and that LOS ALAMOS COUNTY ("COUNTY") is permitting me to utilize COUNTY property and/or a facility for my independent vendor purpose(s) and COUNTY is not providing any responsibility, supervision or instruction, unless otherwise provided in writing. I hereby freely and voluntarily enter into this Agreement and understand and am aware of the possible damage, loss, or injury from whatever causes that may arise from the permitted use of COUNTY property/facility and all risks in connection with my vending activities, which may include but are not limited to falls, contact with other people, the effects of weather, including extreme temperatures, the conditions of paved and unpaved areas on the property, all such risks being know and appreciated by me. I agree that for and in consideration of the issuance and use of this Event Permit by COUNTY, I hereby accept all risk of illness, injury or death that may result from my participation or the participation of my employees, agents or representatives. I hereby RELEASE the COUNTY, its governing body, officers, employees and representatives from any and all liability for any and all claims or liabilities and causes of action for loss of or damage to property and for any and all accidents, illness or personal injury including death, that may occur or result from my utilization of COUNTY property/facility, whether caused by negligence of the County, its governing body, officers, employees, or representatives, or otherwise. I hereby agree to INDEMNIFY and hold harmless the COUNTY from and against any and all claims, liabilities, damages and costs and expenses that may arise as a result of my participation or the participation of my employees, agents or representatives in the set up for which this Permit is issued. I certify that I have or will obtain, prior to the use of the COUNTY facility authorized by this Event Permit, liability insurance which provides coverage for any liability arising from the use of COUNTY property.

THIS AGREEMENT TO PARTICIPATE AND RELEASE OF LIABILITY IS VOLUNTARILY GIVEN

I acknowledge that I have read the foregoing carefully and understand all the stated terms. I further acknowledge and agree that the foregoing waiver of liability and indemnity agreement shall be binding upon my heirs, successors, agents, or assigns, and is intended to be as broad and inclusive as permitted by the law of the State of New Mexico and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Vendor / Applicant Printed Name

Vendor / Applicant Signature

Date