



Los Alamos County Vendor Checklist Form

To ensure all permits and paperwork are in order to approve the Vendor Permit.

Return completed form with all required documentation:

Los Alamos County Recreation Division

2760 Canyon Road, Los Alamos, New Mexico, 87544

Phone: (505) 662-8170 Fax: (505) 662-8034

E-mail: lacrec@lacnm.us Website: losalamosnm.us click on "Recreation"

Office Use Only

Date Rcvd: _____

Staff: _____

VENDORS TYPES: The Following vendors are required to have a Los Alamos County Vendor Permit (full descriptions on backside of form):

No Sales - Information Only Sales - Non Food Sales - Food or High Risk:

*** REQUIRED INFORMATION**

* Business/Organization Name: _____

* Name of Applicant/Contact Person: _____

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

* E-mail: _____

* Day #: () _____ *Evening #: () _____ Cell #: () _____

No-Sales-Information Only: The distribution of materials for promotion and marketing (no sales).

Describe items to be sold: _____

Non-Food: Sales of raffle non-food items, raffle or other non-food items being sold for fundraising.

Describe items to be sold: _____

Food or High Risk: Describe items to be sold or service provided: _____

NOTATION:

The Vendor agrees to contact the Los Alamos County Recreation Division with any changes. Additionally, this form only ensures that the Vendors paperwork is in order and allows them to vend at approved venues in Los Alamos County and that the Vendor will pay any additional fees associated with that venue.

Vendor / Applicant Printed Name

Vendor / Applicant Signature

Date

IN ORDER TO PROCESS THIS PAPERWORK COPIES OF THE FOLLOWING FORMS MUST BE PROVIDED

All SALES VENDORS are required to provide the County with the following documentation prior to the issuance of a Vendor License:

Copy of a current Los Alamos County Business License (Can be obtained at):

LAC Community & Economic Development Department 1000 Central Avenue, Suite 150, Los Alamos, NM 87544

Phone: (505) 662-8120

Website: www.losalamosnm.us

IN ADDITION TO THE BUSINESS LICENSE, THE VENDORS BELOW NEED TO PROVIDE:

Food Vendors

Copy of a current NMED Temporary or Annual Food Permit, a letter on NMED letterhead waiving the need for a food permit, or check the box below that the NMED was contacted and stated that a food permit was not required (Check ONE).

Annual

Temporary

Letter Waiving Permit Requirement Contacted the NMED and a permit is not required

Copy of General Liability in the amount of \$1,000,000 naming Los Alamos County as an additional insured.

High Risk Vendors: Carnival Rides / Inflatable Games

Per the State of New Mexico Regulation & Licensing Department Carnival Ride Insurance Program

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

LOS ALAMOS COUNTY VENDOR CHECKLIST FORM

This form only ensures that the Vendors paperwork is in order and allows them to vend at approved venues in Los Alamos County and that the Vendor will pay any additional fees associated with that venue.

NO SALES VENDORS: Information only - the distribution of materials for promotion and marketing (no sales).

SALES VENDORS

- **Are required to provide a copy of a current Los Alamos County Business license.** Processing takes a minimum of 5 business days.
The CDD offices are located: Los Alamos County Municipal Building 100 Central Avenue, Suite 150, Los Alamos, NM 87544
Phone: (505) 662-8120 Office Hours: 8:00 AM – 5:00 PM
Website: losalamosnm.us click on "Government" and "Community Development Department"
- **Are required to obtain a Vendor's License from the Los Alamos County Parks, Recreation, & Open Space Division (LAC PROS).**
Documentation is inspected and verified prior to receiving a Vendor License from the LAC PROS Division.
The LAC PROS Administrative Offices are located:
Larry R. Walkup Aquatic Center 2760 Canyon Road, Los Alamos, NM 87544
PH: (505) 662-8170
Office Hours: Monday – Thursday, 6:00 AM – 7:00 PM
Friday, 6:00 AM – 7:00 PM Saturday, 10:00 AM – 5:00 PM
Sunday (September – May), 1:00 – 5:00 PM, Closed Sunday June - August
Website: losalamosnm.us click on "Recreation"

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 other non-food items being sold for fund-raising is considered Non-Food vending.***

- **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 current 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.** Per the NMED requests and documents must be receive at least 10 days in advance.
The District II NMED Office is located:
712 La Joya Street, Española, NM 87532
Phone: (505) 753-7256, Ext. 0 Office Hours: 8:00 AM – 5:00 PM
Website: http://www.nmenv.state.nm.us/fod/Food_Program/
 - ◆ **A copy of General Liability Insurance in the amount of \$1,000,000 naming Los Alamos County as an additional insured.**
- **High Risk Vendors** such as but not limited to Caterers, Alcohol, Petting Zoos, and Circuses shall be 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.**
- **Carnival Rides / Inflatable Games:** **Per the State of New Mexico Regulation & Licensing Department Carnival Ride Insurance Program** all rides, as described by this program, must be inspected and certified annually. No carnival ride can be operated before being certified by the NM Carnival Ride Insurance Administrator.
State of New Mexico Regulation and Licensing Department 2550 Cerrillos Road, 3rd Floor, Santa Fe, NM 87505
Phone: (505) 476-4853 Office Hours: 8:00 AM – 5:00 PM
Website: http://www.rld.state.nm.us/superintendent/Carnival_Ride_Insurance_Program.aspx
 - ◆ **A copy of General Liability Insurance 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**

ADDITIONAL RULES & REGULATIONS FOR ALL VENDORS:

- Once a vendor license is issued it is valid for one year unless the other required paperwork expires before the renewal date.
- Vendors are accepted on a first come first serve basis, when all permits and insurance forms have been submitted and fees have been paid.
- The organizing committee will attempt to place food booths in the best possible locations for the least amount of competition.
- Vendors must complete set-up/unloading by the time specified for each event and are expected to be open for the entire duration of the event.
- ***Vehicles may not park on Central Avenue, with the exception of approved food service vehicles/trailers.***
- ***NO vehicles are permitted on the grass at Ashley Pond, Fuller Lodge, or any County field/park unless specifically arranged for that event.***
- Vendors must provide their own 10' x 10' tents unless provided by Los Alamos County during some special events.
- ***EACH VENDOR IS RESPONSIBLE FOR PICKING UP AND DISPOSING OF THEIR TRASH***