



LOS ALAMOS COUNTY SPONSORED EVENT / VENUE VENDOR PERMIT APPLICATION

NOTE: ALL VENDORS MUST HAVE A VENDOR LICENSE ISSUED BY THE LAC PROS DIVISION PRIOR TO APPLYING FOR A VENDOR PERMIT

Please return completed form with all required documentation and fees: LA County Resident Non-Resident

Los Alamos County Parks, Recreation & Open Space Division - Attn: VENDOR PERMIT
2760 Canyon Road, Los Alamos, New Mexico, 87544 Website: www.losalamosnm.us/rec
Phone: (505) 662-8170 Fax: (505) 662-8034 E-mail: lacrecrec@lacnm.us

Office use Only		
Vendor Fee	\$	Date Received:
Addtl. Space Fee	\$	Approved By:
Total Fees Due	\$	Denied By:
Paid in Full	\$	Permit Issued: Yes No
Vendor License #:		Vendor Permit #: Date Issued:

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: _____

Name of Applicant/Contact Person: _____

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

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

BOOTH SPACE/S (Include additional space needed for each inflatable game or booth space):

No Power Power Needed (110 Volts at Ashley Pond) _____ # of outlets

To prevent trip hazards vendors need to ensure that power cords or wires on the ground are covered or out of the way of pedestrian traffic.

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

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 & parked elsewhere.

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

LAC 1-Day Vendor or Multiple Events: This permit allows for multiple dates of vending for one 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: _____

No Sales & Non Food Vendors: 1 Day Fee (see below): Date _____ \$200 Entire Series Fee

High Risk & Food Vendors: 1 Day Fee (see below): Date _____ \$300 Entire Series Fee

LAC County Fair & Rodeo: This permit allows for vending during Fair & Rodeo Weekend at Ashley Pond. Due to space constraints at Brewer Arena, vendors may set-up at either Ashley Pond OR Brewer Arena. This event is separate from the Summer Concert Series and not included in that fee structure. **DEADLINE FOR SUBMISSIONS: The Wednesday before the Fair & Rodeo by 5:00PM**

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

Both Days Rodeo Arena: Saturday and Sunday Days (Limited to four vendors and no duplicate sales)

V	TYPE OF VENDOR	PER VENDOR	RESIDENT	NON-RESIDENT	ENTIRE SERIES	AMOUNT DUE
	No Sales	Per Day Event	\$ 15	\$ 25	\$200	\$
	Sales, Non-Food Items, One 10' x 10' space.	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						\$

SULLIVAN ROW: Vending at this location is Saturday and Sunday from 8:00AM - 5:00PM year round. If items are to be sold from the truck bed, a trailer, or set out in the parking lot (wood, furniture, landscaping materials,...) then payment must be received for each space utilized.

Parking Lot space (limit 2 parking spaces/ per day at Sullivan Field): _____ Space/s Needed (fees are charged per space occupied)

Reservation Date/s: _____

Vehicle / Trailer: _____ Total Length _____ # of Vehicles: _____

Model & Color of Vehicle/s: _____

SULLIVAN ROW VENDOR FEES: PER VENDOR	1 DAY/ 1 SPACE	2 DAYS/ 1 SPACE	AMOUNT DUE
• A maximum of two spaces, per vendor, per weekend.	\$15	\$28	\$
• When other events are scheduled at Sullivan Field or in the parking lot vending is not allowed.	1 DAY/ 2 SPACES	2 DAYS/ 2 SPACES	AMOUNT DUE
	\$ 30	\$ 56	\$

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. Also includes raffle tickets or other non-food items being sold for fundraising

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. **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, Ext. 0

Office Hours: 8:00 AM – 5:00 PM

High Risk Vendors such as but not limited to Food, Inflatable Games and Petting Zoos must 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.**
 - ◆ **Inflatable or Carnival Games vendors must provide:**
 - 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.nmenv.state.nm.us/fod/Food_Program/

RULES & REGULATIONS FOR SETTING UP AT COUNTY VENUES

- All questions should be directed to the LAC PROS Staff at (505) 662-8170 or lacrec@lacnm.us, to insure consistency of information.
- To create a uniform event appearance, all vendors setting up a tent must have a 10' x 10, canopied tent.
- Vendors are accepted on a first come first serve basis, once all permits and insurance forms have been submitted and fees have been paid.
- 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.
- Los Alamos County vending permits only permit vendors to set-up at County-Owned venues.
- **Vendors who violate these rules and regulations may lose their Vendor Permit and will not be issued a refund.**

ADDITIONAL INFORMATION FOR 1-DAY & MULTIPLE EVENT PERMITS

- All Vendors will be assigned a location prior to the event/s. Vending assignments will be issued by the LAC PROS Division.
- Vending at the 4th of July event at Overlook Park in White Rock is not included in this permit.
- Vending during the LAC County Fair & Rodeo Events occurring Friday - Sunday in August are not included in this permit.
- **Summer Concert Series: Concerts begin at 7:00PM and a staff person will be at the approved County locations by 5:00PM to assist vendors with set-up and to ensure vendors are in their designated areas.**

ADDITIONAL INFORMATION FOR FAIR & RODEO VENDOR PERMITS

- **Artist/Artisan** - Any individual who displays or offers for sale his or her own hand-crafted products and who is interested in vending as part of Fair and Rodeo weekend 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.

ADDITIONAL INFORMATION FOR SULLIVAN FIELD VENDOR PERMITS

- Vendors are allowed a maximum of two-spaces, per vendor, per weekend.
- On weekends that the Los Alamos Public School and/or County events or operations are using Sullivan Field and/or the Parking Lot vendors will not be allowed to vend.
- In order not to impede pedestrian or vehicle traffic items may not be overhang or be placed on the sidewalks or in the traffic lanes.
- Vendor Permits will be issued for a period of no more than one month at a time in order to avoid conflict with other scheduled events, construction, or projects that may occur, and to allow staff to verify that licenses are still in compliance.
- Vendors may not set up no earlier than Saturday morning and must vacate the parking lot Sunday evening. **If an emergency arises and a vendor is unable to remove the vehicle or wares from the parking lot by the designated time, the vendor should call the PROS Administrative offices at (505) 662-8170 and leave a message with that information.**

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 is permitting me to utilize LOS ALAMOS COUNTY property and/or a facility for my independent vendor purpose(s) and is not providing responsibility, supervision or instruction. I hereby freely and voluntarily enter into this Agreement and understand and am aware of the possible damage or loss from whatever causes that may arise from the permitted use of LOS ALAMOS COUNTY property/facility and all risks in connection with my vending activities. I agree that for and in consideration of the issuance and use of this Event Permit by LOS ALAMOS 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 and causes of action for loss of or damage to property and for any and all illness or 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. and 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 LOS ALAMOS COUNTY facility authorized by this Event Permit, liability insurance which provides coverage for any liability arising from the use of LOS ALAMOS 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.

Vendor / Applicant Printed Name

Vendor / Applicant Signature

Date