



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: lacrec@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: _____

*Name of Applicant/Contact Person: _____

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

*E-mail: _____ Business #: _____ Cell #: _____

Weekly information and vendor maps sent via email.

BOOTH SPACE TYPES (please select the one that best represents your vending purpose)

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 being requested (approval for more than one based on space availability): _____

Vehicle / Trailer: _____ feet (Total Length, not including tow-vehicle). Trailers need to be unhitched from vehicles and tow-vehicles must be parked offsite.

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

Is Power needed for your booth space: Yes No IF Yes, list power needs: _____

NOTE: One (1) outlet will be allotted per vendor at Summer Concerts for cooking and heating purposes (120 Volts is available at Ashley Pond). Ashley pond is limited to 10 power outlets. To prevent trip hazards vendors are responsible for covering power cords or wires that cross pedestrian traffic. Cord covers may be available for an additional rental fee. Limited power is also available at Overlook Park, with 24 – 120 volt outlets, and 3 – 220 volt outlets.

1-Day Vendor:

For an individual day of an event (i.e. Summer Concert evening, swim meet, hockey game, etc.) at designated County venues.

The vendor or designee will work with the County Facility Manager at least 30 days in advance of the event to ensure that there is enough time for requirements to be met.

VENUE: _____

EVENT: _____

EVENT DATE: _____

Multiple-Day/Events Vendor:

For a series of events (i.e. Summer Concerts, season of swim meets, season of hockey games, etc.) at designated County venues.

The vendor or designee will work with the County Facility Manager at least 30 days in advance of the event to ensure that there is enough time for requirements to be met.

VENUE: _____

EVENT: _____

EVENT DATES: _____

County Fair & Rodeo Vendor: This permit allows for vending during Fair & Rodeo weekend at Ashley Pond and/or Brewer Arena. Due to space constraints at Brewer Arena, vendors are limited to a maximum of four (4) total vendors. Brewer Arena has limited power of 2 outlets.

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

Ashley Pond: Friday Night OR Saturday Day OR BOTH DAYS

Brewer Arena: Saturday OR Sunday OR BOTH DAYS

FEES COVER CURRENT SEASON'S EVENTS								
Type of Vendor	Per Vendor	Rate	Business Rate	Series Rate	Series Business Rate	Number of spaces	Amount Due (# of spaces x rate)	
<input type="checkbox"/> Summer Concert Series – On County property only, on Friday nights, and is per space. <i>*Example: if your tent vending space is larger than a 10ft x10ft tent space, you will be charged for multiple space.</i>	Promotional & Non-Food: High Risk:			\$200 \$300	\$400 \$600			
<input type="checkbox"/> No Sales: Non-Profit Promotional, or Information Only, per space	1 day 2 days		\$30 \$50					
<input type="checkbox"/> Sales, Non-Food Items: per one (1) 10x10 foot space or trailer	1 day 2 days		\$100 \$150					
<input type="checkbox"/> Sales, Food or High Risk: per one (1) 10x10 foot space or trailer	1 day 2 days		\$150 \$200					
TOTAL AMOUNT DUE:								\$

PLEASE READ AND SIGN BELOW

VENDOR 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:** Any person, business, or organization 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 AND REGULATIONS FOR SETTING UP AT COUNTY VENUES

- Direct all questions to the Recreation Staff at (505) 662-8170 or lacrec@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-served basis, vendor space size, vendor electrical/power requirements, and space constraints after all paperwork and payments from vendors have been received.**
- Permits and vendor assignments will be sent via email, therefore a valid email address must be included on permit application.
- Vendor tents should not exceed 10ft x 10ft dimensions. If a vendor tent exceeds the 10x10 requirement, the vendor will be charged for an additional space; per Policy 1735.
- If a food vendor has a food truck/trailer, it is recognized that these set-ups are larger to accommodate mobile business operations and will be charged one space per food truck/trailer; per Policy 1735.
- 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 Los Alamos County Parks or Recreation 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, or ScienceFest are not included in this permit.
- **Vendors who violate these rules and regulations may invalidate their Vendor Permit and will not be issued a refund.**

(Continued on next page)

ADDITIONAL INFORMATION FOR SUMMER CONCERT SERIES

- **Power is limited to one (1) 120 volt outlet per vendor.** All power bars must meet fire codes. Power is for cooking/heating requirements which take precedence over lighting requests. If a vendor's additional devices overload the power box they will be required to disconnect additional devices.
- Space assignments are not guaranteed week-to-week and can be reassigned.
- Additional vendor vehicles cannot park onsite and are not allowed to drive-in and unload after 4:00pm or before 9:00pm; unless the concert ends early due to inclement weather. 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 (2) vending locations are available at Ashley Pond Park; One (1) site, located within the upper mailbox parking lot, is for food vendors and the other location, located within the designated grass of Ashley Pond, is for information/other sales vendors. Recreation Staff will determine proper location.
- **For the Summer Concert Series food vendors are expected to be set-up by 4:00pm for weekly inspections by the NM LP Gas Bureau and the Los Alamos County Fire Department.**

ADDITIONAL INFORMATION FOR FAIR & RODEO PERMITS

- **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 12:00pm and open for the duration of the event which ends approximately at 5:00pm each day.

AGREEMENT TO PARTICIPATE & RELEASE OF LIBABILITY

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 Name (Print)

Vendor/Applicant Signature

Date

Please return completed form with all required documentation and fees to:

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