



## CHILE FESTIVAL

### VENDOR APPLICATION

**EARLY BIRD DISCOUNT DEADLINE AUGUST 2, 2016**  
**... first come, first served!**

*Please print legibly*

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

FOOD VENDOR  ARTISAN/CRAFTS VENDOR  CHILE PLUS VENDOR\*  CHILE ROASTERS

NON PROFIT INFORMATIONAL BOOTH  FRESH PRODUCE  VALUE ADDED VENDOR\*\*

*\*Chile Plus – chile inspired products, for example commercially processed salsa/chile, chile dusted chocolate/cookies, cloth napkins made of chile printed fabric, etc.*

*\*\*Value-added items are local agricultural products that involve changing a raw agricultural product into something new through packaging, processing, cooling, drying, extracting or any other type of process, for example garlic braids, artisan bread, jam, honey, soaps, candles, etc.*

We are looking for high-quality products including hand crafted unique or beautiful. Artisans and craftspeople are highly encouraged to apply. Food booth vendors will be selected based on affordable and creative menus. We do not duplicate food booths (i.e. we would not accept two crochet vendors or two pizza vendors.) If you were selected as a vendor last year this does not guarantee your acceptance this year.

All early bird vendor applications are due to our office by 5:00 p.m. on **August 2, 2016**; applicants will be notified by our selection committee no later than **August 3, 2016**. **Additional vendors will be accepted based on need at a higher fee through August 10, 2016.**

#### Event date/time/location:

Saturday, August 20, 2016, National Hispanic Cultural Center, 1701 4th Street SW, Albuquerque, NM 87102  
11:00 a.m. – 7:00 p.m.

## **Booth Requirements:**

- The overall appearance and presentation of your booth is critical to the overall feeling of the festival and to your retail success. We want to ensure that everyone has the best possible experience.
- The festival staff determines booth location.
- Vendor space is limited to a single story 10' x 10' booth (including all wires, strings, tie downs, stakes, sand bags, poles, easels, umbrellas, etc.) with a good roof that can withstand wind, rain, hail and other inclement weather. Come prepared for all types of weather. (10'x20' spaces available for an additional fee)
- Your booth must be neat, attractive and well-maintained. You must have a professional looking sign...please no neon lights or flashers. Banners and flags are encouraged. For the sake of all vendors we will not allow booths that look like "tarps on sticks."
- Your booth must be open during the entire event. You cannot vacate early; if this occurs you are at risk of being excluded from future Bernalillo County events.
- Set up will be available the day before (8/19) from 10 am – 7 pm. Overnight security will be provided. Volunteers will be available (8/20) from 7 - 10 a.m. the morning of the event to help you load in your supplies to your area.
- Please staff your booth with fun-loving, toe-tapping, smiling folks!
- You are responsible for setting up, maintaining, and removing your own booth, your merchandise and your trash. Your booth must be removed and the area cleaned up by 9 p.m. on day of event.

## **Booth responsibility/liability:**

- Vendor accepts responsibility for all lost or stolen merchandise and equipment.
- Vendor accepts all responsibility, liability, and costs for any damage to booth, to customers, to the fiesta and to the environment.

## **Additional requirements for food/beverage booths:**

- Food/beverage booths must comply with state food handling regulations. Selected food vendors will be given State of NM Environmental Health guidelines.
- Vendors found not following these rules will be removed from the festival at their own expense.
- All food booths must have a usable 11 lb. fire extinguisher and must have a valid inspection tag.

## **Vendor restrictions:**

- Pets are absolutely not allowed on event grounds.
- Due to facility restrictions, glass containers, breakable plastic, carry-in alcohol and weapons are not allowed on the grounds. Please adjust your product line accordingly.

## **2016 Booth fees including artisan/craft vendors, chile plus, vendors, chile roasters, fresh produce, value-added vendors:**

- Early bird \$50.00 per 10'x10' space until July 29, \$75 July 30 - Aug 10
  - Included in the booth fee are:
    - 2 non-transferable event passes
    - 1 Vendor Vehicle Pass to unload/load your supplies. Site access is from 7:00 - 10:00 a.m. and again from 8 – 10:00 p.m.

**Other Fees:**

- 10' x 10' canopy rental (limited availability) \$40 Quantity: \_\_\_\_\_
- 10' x 20' space \$80 Quantity: \_\_\_\_\_
- Access to 1 - 20amp / 120 volt receptacle \$10 Quantity: \_\_\_\_\_  
(if you require electricity bring your own extension cords, organizers cannot provide)

**Craft/Retail/Chile Plus/Value-Added vendors:** Please attach 3 images of your previous or current item(s) that will be similar to what you will be selling at the Bosque Chile Festival.

**Food Vendors:**

- \$500.00 registration fee. There will be no revenue sharing required this year.
- Limiting event to a total of 10 food vendors.
- Do you have a food permit? Yes  No  If so, please provide a copy of your current State of NM permit. *All food vendors are required to follow and adhere to the guidelines set forth by the State of NM Environment Department.*
- All food vendors are required to include an event-inspired festival food/plate special for \$5 or less.
- All food vendors must submit a temporary event permit application.
- Mobile units must be self-contained and prepared to provide their own electrical power (generator).
- **NO POWER OR ELECTRICAL HOOK UP WILL BE PROVIDED BY ORGANIZERS.**
- Ice will be available on site for purchase. How many bags do you estimate you will need? \_\_\_\_\_
- Please include a firm menu including your \$5 festival special below. **Organizers will provide menu approval by 8/12/16:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vendor Fees:** Payable by check or money order to **Bernalillo County** mailed or delivered to 111 Union Square, Suite 218, Albuquerque, NM 87102 or e-mail to [bosquechilefestival@bernco.gov](mailto:bosquechilefestival@bernco.gov). Refunds will be considered on a case by case basis.

**Disclaimer:** Bosque Chile Festival will not accept vendors with vulgar, obscene, sexual or drug explicit arts or crafts. Organizers have the right to refuse vendors based on inappropriate content. Please note organizers will review and approve menu items to insure no duplications and best sales opportunities for each vendor.

Applicant hereby states under oath that all statements and representations made in this application are true, original, and valid.

**Vendor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE RETURN THIS APPLICATION ALONG WITH YOUR 3 IMAGES AND COPY OF NECESSARY PERMITS TO ON OR BEFORE AUGUST 10, 2016 AT 5 PM. Mail: 111 Union Square, Suite 200 Albuquerque, NM 87102 Email: [bosquechilefestival@bernco.gov](mailto:bosquechilefestival@bernco.gov)**

*For questions and information please contact Sherry Gutierrez at 468-7247 or Carrie Moritomo at 468-1418 e-mail at [bosquechilefestival@bernco.gov](mailto:bosquechilefestival@bernco.gov)*