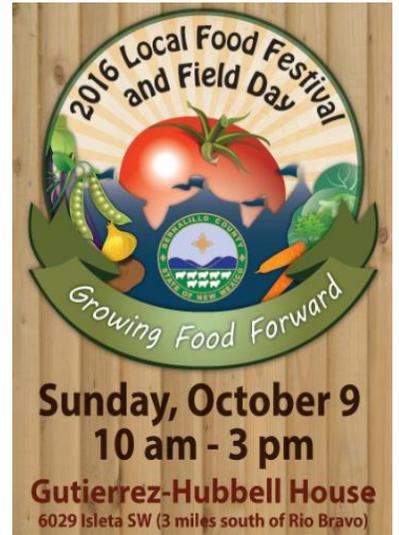


# 2016 Local Food Festival & Field Day Vendor Application

## APPLICATION DEADLINE FRIDAY, SEPTEMBER 23, 2016

The Local Food Festival and Field Day is an annual event highlighting **local food and agriculture** in our region presented by Bernalillo County Open Space in cooperation with other community organizations.

The continued success of this event reflects the ever-increasing demand for local agriculture, locally produced foods, gardening related activities, and locally produced artisanal products. Connecting the public with local growers, producers, and businesses is crucial in sustaining local agriculture. The Local Food Festival and Field Day is one step in helping to make those connections.



*Please print legibly*

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

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

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> <b>FOOD TRUCK (\$50)</b> <i>attach food permit / truck length</i> _____            | <input type="checkbox"/> <b>FRESH PRODUCE (\$20)</b> <i>attach food permit</i> |
| <input type="checkbox"/> <b>FOOD VENDOR (\$50)</b> <i>attach food permit</i>                                | <input type="checkbox"/> <b>CHILE ROASTER (\$20)</b> <i>attach food permit</i> |
| <input type="checkbox"/> <b>ARTISAN VENDOR (\$20)</b> <i>attach 3 images of artwork you will be selling</i> | <input type="checkbox"/> <b>NON PROFIT INFORMATIONAL BOOTH (FREE)</b>          |
| <input type="checkbox"/> <b>VALUE ADDED VENDOR* (\$20)</b> <i>attach food permit, if relevant</i>           | <input type="checkbox"/> <b>10'x 20' SPACE (\$40)</b>                          |

**TOTAL DUE: \$** \_\_\_\_\_ *check or money order payable to **Bernalillo County**, no cash payments excepted!*

*\*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.*

**Please give a brief description of where your product is locally grown:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please give a brief description of how your product is locally manufactured:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are looking for high-quality products that are hand crafted, unique or beautiful. Artisans and crafts people 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 Vendor applications are due to our office at 111 Union Square SE by 5:00 p.m. on **Friday, September 23, 2016.**

**Additional vendors will be accepted based on need through September 30, 2016.**

**Event date/time/location:**

Sunday, October 9, 2016, Gutierrez- Hubbell House, 6029 Isleta Blvd. SW, 10 a.m. – 3 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.
- **NEW!** Booth location will be assigned on a first come, first served bases; register right away to select your favorite spot!
- 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.
- 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 from 7 – 9:30 a.m. the morning of the event.
- 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 5 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 festival 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 Bernalillo County 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. Service dogs are allowed and need to be clearly identified.
- 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.

**Food Truck/Food Vendor - \$50.00**

Vendor Vehicle Pass to unload/load your supplies. Site access is from 7 - 9 a.m. and again from 3 – 5 p.m.

**Food Vendors:**

- Do you have a food permit? Yes  No  If so, please provide a copy of your current Bernalillo County Health Protection permit. *All food vendors are required to follow and adhere to the guidelines set forth by the Bernalillo County Health Protection Department.*
- All food vendors are required to include an event-inspired local food festival 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.**
- Please include firm menu items with prices including your \$5 festival special below. **Organizers will provide menu approval by 10/3/16:** \_\_\_\_\_

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**Artisan/Value-Added/Produce/Roaster/Info Booth Vendors: - \$20.00**

Artisans please attach 3 images of your previous or current item(s) that will be similar to what you will be selling at the Local Food Festival.

Vendor Vehicle Pass to unload/load your supplies. Site access is from 7 - 9 a.m. and again from 3 – 5 p.m.

**Vendor Fees:** Payable by check or money order to **Bernalillo County** mailed or delivered to 111 Union Square, Suite 218, Albuquerque, NM 87102 and/or e-mail application to [shgutierre@bernco.gov](mailto:shgutierre@bernco.gov). Refunds will be considered on a case by case basis. No cash payments accepted.

**Disclaimer:** Organizers have the right to refuse vendors based on inappropriate content. Please note organizers will review and approve menu items to ensure 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, FEE, 3 IMAGES (artisan vendors) AND A COPY OF NECESSARY PERMITS BEFORE SEPTEMBER 23, 2016 AT 5 PM.**

**Mail: 111 Union Square, Suite 218 Albuquerque, NM 87102 E-mail: [shgutierre@bernco.gov](mailto:shgutierre@bernco.gov)**

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