FOOD VENDOR APPLICATION

EARLY BIRD DISCOUNT DEADLINE JULY 10, 2019
Prices increase July 11, 2019

Please print legibly

DATE: __________________________

CONTACT NAME: __________________________ BUSINESS NAME: __________________________

ADDRESS: __________________________ CITY: __________________________ STATE: ______ ZIP CODE: ______

PHONE: __________________________ E-MAIL ADDRESS: __________________________

MOBILE FOOD VENDOR □ Includes: Enclosed trucks, trailers, etc.

FOOD STAND VENDOR □ Includes: Fire retardant tent, temporary flooring

Are you New Mexico True Certified? Yes □ No □

If you are interested in becoming a NM True Certified Vendor please go to https://www.newmexico.org/industry/work-together/true-certified/nm-true-certified-application/

Are you a New Mexico Taste the Tradition certified? Yes □ No □


Bosque Chile Festival organizers are seeking high-quality chile inspired vendors which fit within our theme of celebrating food, art, and culture along the Rio Grande and provide an authentic New Mexican experience for our patrons. The selection process is juried by event organizers. Food vendors will be selected based on affordable and creative, chile influenced menus. We do not duplicate food booths/menu items (i.e. we would not accept two hot dog 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 p.m. on Wednesday, July 10, 2019; for consideration all information/documents, permits, insurance must be provided at time of application. Application review will begin starting the week of July 8, 2019.

Our selection committee will notify applicants no later than July 19, 2019. Menu adjustments will be finalized at this time. Additional vendors will be accepted based on need at a higher fee through August 7, 2019.

Last update by CBM 6/19/19

2019 Bosque Chile Festival
EVENT DATE/TIME/LOCATION:
Saturday, August 17, 2019, National Hispanic Cultural Center, 1701 4th Street SW, Albuquerque, NM 87102
10 a.m. – 6 p.m.

BOOTH REQUIREMENTS:
The overall appearance and presentation of your booth contributes to the overall feeling of the festival and to your retail success. We want to ensure that everyone has the best possible experience. Please note:

- This is an indoor and outdoor event.
- The festival staff determines booth location.
- Your booth must be neat, attractive and well-maintained. You must have a professional looking sign.
- Remember to be nice to your neighbors.
- 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.
- **Load in will be required the day before** on Friday, 8/16 from 3 – 7 p.m. Overnight security and electrical service will be provided. Event day set up will begin at 7 a.m. and conclude at 9 a.m. There will not be in and out vehicle privileges the day of the event.
- Ice will be for sale on site.
- 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 festival, facility, and to the environment.

ADDITIONAL REQUIREMENTS FOR FOOD/BEVERAGE BOOTHS:

- Food/beverage booths must comply with State of New Mexico 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 with a valid inspection tag.

VENDOR RESTRICTIONS:

- Pets are absolutely not allowed on event grounds; unless the pet is a certified service animal with official certification and apparel.
- Due to facility restrictions, carry-in alcohol and weapons are not allowed on the grounds.
FOOD VENDORS:

Do you have a mobile unit? (Check the answer that applies)

Cart/Stand _____ Truck _______ Trailer_______ Vending Window Side: □ Driver □ Passenger
Accurate dimensions of unit in feet, to include length, width, depth: ________________________________
Requests/ Comments: ________________________________

Accurate dimensions of footprint in feet, to include length, width, depth: ________________________________
Requests/ Comments: ________________________________

Do you operate in a fire retardant tent?

Organizers will be providing electrical service:
VENDORS MUST BRING OWN EXTENSION CORDS AND ELECTRICAL HOOK UPS. ORGANIZERS NOT RESPONSIBLE FOR FAULTY EXTENSION CORDS OR MISREPRESENTATION OF ELECTRICAL/POWER NEEDS.

What are your electrical needs? (Send a picture, too.)

Voltage:______________ Amperage: ______________ Number of outlets needed: ______________

REQUIRED INFORMATION:

Applications will not be considered without the following information. If your permits expire prior to the event, please make sure to forward your updated permits ASAP.

□ City □ County □ State health permit expiration date: ________________________________ (please attach copy)
□ City □ County □ State fire permit expiration date: ________________________________ (please attach copy)
□ City □ County □ State business registration expiration date: ________________________________ (please attach copy)

Insured by: __________________________________ Expiration Date: ________________________________ (please attach copy)
Listing Bernalillo County as additionally insured
□ State of New Mexico Environmental Health Bureau Temporary Food Permit (please attach copy)

State of New Mexico propane inspection and fee payment will be required, if accepted to event. Questions, NM State Regulations & Licensing Department (505) 222-9808 or (505) 795-163. Estimated fee $15 of day event
FESTIVAL FEE SCHEDULE

- $300 registration fee, plus 10-$5 value food tickets for volunteers** – Early bird price until July 10.
- $400 registration fee, plus 10-$5 value food tickets for volunteers** – Regular price from July 11–August 10.
- All food vendors are required to offer a chile inspired menu item.*
- All food vendors are required to include an event-inspired festival food/plate special for $5 or less.
- Mobile units must be self-contained and have a working 11# fire extinguisher with a valid inspection tag.
- Vendors must provide their own extension cords; at least 50’.
- 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, or attached.

________________________________________________________
________________________________________________________________________________

*Chile inspired items must contain some sort of chile or spice in the product line. Not all items must have chile, but there needs to be a definite influence on the menu. Please contact organizers with questions.

**Organizers will create and distribute food tickets.

Vendor Fees: When you have been notified of acceptance, fees payable by check or money order to Bernalillo County mailed or delivered to 111 Union Square, Suite 218, Albuquerque, NM 87102 within 48 hours of notification of selection to participate. Returned checks subject to $25 service fee.

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 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 COPIES OF NECESSARY PERMITS TO ON OR BEFORE JULY 10, 2019 AT 5 PM TO BE CONSIDERED FOR EARLY BIRD FEES.

Mail: 111 Union Square, Suite 218 Albuquerque, NM 87102
Email: bosquechilefestival@bernco.gov

For questions and information please contact Sherry Gutierrez at 505-468-7247 or Carrie Moritomo at 505-468-1418 e-mail at bosquechilefestival@bernco.gov.

Last update by CBM 6/19/19 2019 Bosque Chile Festival