GENERAL 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: ____________________________

ARTISAN/CRAFT VENDOR ☐ FRESH PRODUCE/GROWER/CHILE ROASTER ☐

VALUE ADDED VENDOR* ☐ DIRECT SALES ☐ NON PROFIT ☐

*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.

Are you New Mexico True Certified?  Yes ☐ No ☐

If you are interested in becoming NM True Certified, visit 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 and authentic New Mexican traditional, cultural, and heritage wares that fit within our theme of celebrating food, art, and culture along the Rio Grande to provide an authentic New Mexican experience for our patrons. Artisans, craftspeople, value-added producers, fresh produce growers are highly encouraged to apply. Vendor selection is by a juried process. Please refer to Bosque Chile Festival Vendor Selection document. Note: If you were selected as a vendor last year this does not guarantee your acceptance this year.

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.
All early bird vendor applications are due to our office by 5 p.m. on **Wednesday, July 10, 2019**; applicants review will begin the week of July 1, 2019. Upon acceptance, vendors have 48 hours to make payment. Organizers will continue to review applications until full. Any applications received after July 11, 2019 will be subject to higher fee through August 7, 2019.

**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.

- This is an indoor and outdoor event.
- The festival staff determines booth location.
- Organizers will be providing a 10' x 10' tented booth space. Come prepared for all types of weather. (Larger booth spaces available for an additional fee.)
- **New this year**, 10’ x 10’ pipe and drape spaces will be available indoors; reserved for heat sensitive products.
- 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.
- **Delivery of booth supplies will be required the day before** (8/16) from 3 – 7 p.m. Overnight security will be provided. Event day booth 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.
- 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 VENDORS SELLING/SAMPLING FOOD:**

- Food/beverage booths must comply with State of New Mexico food handling regulations.
- A State of New Mexico Environmental Health Bureau Temporary Food Permit must be submitted with application if you will be sampling.
- Vendors found not following these rules will be removed from the festival at their own expense.

**VEHICLE 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.
2019 BOOTH FEES

ARTISAN/CRAFT VENDORS, FRESH PRODUCE/GROWERS, VALUE-ADDED/DIRECT SALES:

- Early bird $100 per 10’x10’ space until July 10; price increases to $150 July 11 – Aug. 7
  - Included in the booth fee are:
    - 10’ x 10’ tented space or pipe and drape, if indoor
    - 2 non-transferable event admission passes
    - 1 Vendor Vehicle Pass to unload/load your supplies. Site access is available from 3 – 7 p.m. on Friday, August 16 and following the event from 7 – 10 p.m. on August 17.

What do you sell:____________________________________________________________________________
________________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
________________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Please attach 3 images of your item(s) that will be similar to what you will be selling at the Bosque Chile Festival or provide:
Website: ________________________________________________________________________________
Facebook/Instagram account: __________________________________________________________________________
Etsy: ___________________________________________________________________________________

ADDITIONAL REQUIRED INFORMATION, FOR VALUE ADDED FOOD SALES AND GROWERS:

Application 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 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)
NON PROFIT

- Free, supported by our commercial business supporters
  - Included:
    - 10’ x 10’ tented space
    - 2 non-transferable event admission passes
    - 1 Vendor Vehicle Pass to unload/load your supplies. Site access is available from 3 – 7 p.m. on Friday, August 16 and following the event from 7 – 10 p.m. on August 17.

Share how your organization contributes to enhancing the quality of life for the people of New Mexico:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

What is your mission:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Website: __________________________________________________________________________________
Facebook/Instagram account: _________________________________________________________________

OTHER FEES:

- 10’ x 20’ space $100* + $75=$175 Quantity: ____
- Access to 1 - 20amp / 120 volt receptacle $20 Quantity:____
- Do you require additional electrical outlets? __________Yes, please explain__________________________________________________________

(If you require electricity bring your own extension cords, 50’ minimum. Misrepresentation of electrical needs may not be accommodated day of event.)

*early bird rate; price increases to $150 if application submitted after July 11 $150 + $75 = $225
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 each vendor offering 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 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 Carrie Moritomo at 505-468-1418 or Chamar Garrison at 505-314-0478 or e-mail at bosquechilefestival@bernco.gov.