

Angel Fire Oktoberfest

2014 Vendor Application

Select one: Food Vendor Non-food Vendor Non-Profit / Civic

Vendor Name: _____

Contact Person: _____

Address: _____

Daytime Phone: _____ Cell Phone: _____

Email: _____

Description of your merchandise: Select all that apply

Arts & Crafts: _____ *Information/Display:* _____ *Political:* _____ *Home Business:* _____

Food: _____ *Alcohol:* _____ *Commercial:* _____ *Pounds of Ice Needed:* _____

Brief description of your work, booth display, description of activities, type of food, etc:

*****Payment is required with Registration*****

Check <input checked="" type="checkbox"/> Your Booth Size and Rate			
___ 10x10 Non-Food	\$100	___ 10x10 Food	\$125
___ 10x20 Non-Food	\$180	___ 10x20 Food	\$225
___ 10x10 Non-Profit/Civic	\$75	TOTAL DUE	_____

Please check if you plan on setting up Friday night between 5:00 - 8:00 P.M.

Pay by check or credit card; make check payable to Rotary Club of Angel Fire. There will be a \$30 service charge on all returned checks. No refunds will be issued, except for rejected applications.

Payment by: MasterCard Visa American Express Discover

Account Number _____ Exp Date: _____ CCV: _____

Name on Card _____ Signature _____

**Mail application and payment to
Rotary Club of Angel Fire
PO Box 1436
Angel Fire NM 87710**

Angel Fire Oktoberfest

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GENERAL INFORMATION

- Angel Fire Oktoberfest tent events will be held Saturday, September 20, 2014 and Sunday September 21, 2014 at the Village of Angel Fire fair grounds.
- The main stage, food court, and beer garden are open 12:00 P.M.-4:30 P.M., Non-food vendor hours are 8:00 A.M. until 5:00 P.M. The festival event will proceed rain or shine, so plan accordingly.
- Set-up is Friday evening from 5:00 - 8:00 P.M. or Saturday between 7:00 A.M. and 9:00A.M. Items left overnight must be secured and are not the responsibility of the event organizer. Food vendors must be completely set-up by 11:00 A.M. for Health & Fire Department Inspection. Non-profit groups must display literature/projects that the group undertakes and supports.
- Potable water will be available at a central location.
- Vendors are encouraged to bring a system for disposal of their gray water.
- Angel Fire Oktoberfest is not responsible for personal injury, damage or loss of merchandise or personal property while participating in the festival.
- Angel Fire Oktoberfest reserves the right to refuse a vendor or remove a vendor from the festival.
- We guarantee no exclusivity of product.
- The event will be held rain or shine. No refunds. Payments from vendors, runners and businesses are donations for charitable programs. Net proceeds benefit the National Veterans Wellness and Healing Center, Not Forgotten Outreach, Angel Fire Rotary and the multitude of charities that benefit from the Rotary.
- Information regarding space assignment, and parking will be emailed (mailed if requested) ten (10) days prior to the event. In the meantime, if you have questions feel free to contact Oktoberfest coordinator at eventplanner@angelfireoktoberfest.org

REQUIREMENTS

- Food vendors must file out a **Temporary Food Permit** from the Colfax County Health Department.
- Food vendors must attach a copy of their menu to the application.
- All giveaway items must be approved by the Angel Fire Oktoberfest Committee. Non-profit groups are prohibited from giving away any items that other vendors are selling, such as bottled water, sodas, hotdogs, etc.
- Politicians and businesses must purchase a booth in order to be able to distribute materials at the festival.
- Your equipment and display must not be longer than the length specified on the application and you will not be allowed to encroach on another vendor space or sidewalk. Vendors may purchase two spaces.
- Non-food vendors are required to supply their own tent, canopy, tables, chairs, generators, etc.
- Food and Beer vendors are required to supply their own generators. Ice will be available for purchase.
- Your booth and display must be neat in appearance, respectful and manned at all times. Do not pour grease, oil, dirty water, food debris, or other waste on the ground, in public trash containers, or down street sewer pipes. It is the responsibility of each vendor to handle his or her waste in a proper manner.

The undersigned has read and agrees to abide by all the requirements and regulations. The undersigned further agrees that all the information provided in the application is true. Failure to abide by requirements and regulations will result in rejection from festival and exclusion from future events. (Please sign and return with payment.)

Print Name _____

Signature _____ Date _____

Village of Angel Fire
Itinerant Vendor Application

An Itinerant vendor must submit application for license to the Community Development Department **at least one day prior to conducting business in the Village of Angel Fire**

1. Name: _____

2. Address: _____

_____ Phone#: _____
3. Name of Business: Individual ___ Partnership ___ Corporation ___

4. Nature of Business : _____

5. Number of Days Requested : ___ Dates Requested : _____ to _____

6. New Mexico CRS-1 Identification Number: _____

The following information must be attached with this form.

___ Drawing of the sign or signs to be placed on the premises. The dimensions of the sign or signs must be as follows: Temporary signs shall not exceed 5.5 sq. ft. and shall not require a sign permit.

___ Letter from property owner giving permission for vendor to use location.

___ Drawing showing location of booth, table or structure in relation to property.

Fees: \$25.00 Per Day (Not to exceed 4 days per calendar month)
\$200.00 Per Day for Special Events over 700 people Plus Itinerant Vendor fee of \$50.00
Per Day (Not to exceed 7 consecutive days)

Name of Business: _____

Signature of Owner: _____ Date: _____

Date Paid: _____ Check No.: _____ Amount Paid: _____

Signature of Director: _____ Date: _____

**Please mail application and payment to
Village of Angel Fire
P.O. Box 610
Angel Fire, NM 87710**

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Frequently Asked Questions

1. Do I need to send in the Vendor Application separately from the Itinerant Vendor Application?
Yes, the Itinerant Vendor Application must be sent to the Village and the Vendor Application must be sent the Rotary Club of Angel Fire and separate payments must be made.
2. What happens if it rains?
Angel Fire Oktoberfest will proceed as planned rain or shine; so please come prepared.
3. Can non-profits sell food?
Yes, as long as they complete a [Temporary Food Permit](#).
4. Is there a registration deadline?
Yes, a deadline will be determined as the festival date grows near. The deadline will post on www.angelfireoktoberfest.org when maximum vendor capacity is near or we are 3 weeks from the festival date (whichever comes first). Please be sure to get your application and payment in full to us ASAP to avoid this deadline.
5. Can I get a refund?
No, once you have turned your application and payment in, there is no refunds. If we reject your application, we will be happy to refund your money.
6. Where will Oktoberfest be held?
In multiple locations around the Village of Angel Fire
7. How can I pay?
We accept checks payable to Rotary Club of Angel Fire; and credit card payments. (MasterCard, Visa, American Express, and Discover). There will be a \$30 service charge on all returned checks.
8. Can I deliver/mail application and payment?
Yes, we would be happy to accept your application and payment in full at the Angel Fire Village office Monday through Friday 8 A.M. until 5 P.M.
9. When can I set-up?
Set-up is between 7:00 A.M. and 9:00A.M. on Saturday morning, September 20, 2014. Food vendors must be completely set-up by 11:00 A.M. for Health & Fire Department Inspections. Vendors may set-up Friday evening, September 19, 2014 if they wish from 5:00 P.M. – 8:00 P.M. Items left overnight must be secured, Rotary Club of Angel Fire and the Angel Fire Oktoberfest Committee are not responsible for these items.
10. Will someone help me set-up?
We will have volunteers scattered around the park and will do our best to assist all vendors during set-up.
11. Where can I park?
Parking will be determined by the location of your vendor spot and upon your arrival the day of the festival, someone will show you where to park.

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12. Will other *food* vendors be allowed to sell the same products?
We will minimize duplicate food items that are sold to try and help each of you make a profit.
13. Will other *non-food* vendors be allowed to sell the same products?
Arts & Crafts vendors are welcome and there are no rules from Rotary Club of Angel Fire or the Angel Fire Oktoberfest Committee to determine how many may come and sell the same type of product.
14. How many Avon, Mary Kay and Scentsy, etc. vendors are allowed?
Please beware, Angel Fire Oktoberfest does not limit the home business vendors that we accept, this rule stems from the company itself. We have found many home business companies do not allow more than one representative per festival. This is the consultants' responsibility to find out from their company the rules and regulations and contact us to find out if we already have that type of home business/vendor.
15. What do we need to bring?
We will provide the space; you are required to bring everything else.
16. Can I put tent/canopy stakes in the ground?
No, nothing can be put into the ground. Please be prepared with cement buckets or sand bags to help keep your tent/canopy in place.
17. What time is the event over?
Non-food vendors will wrap up the Oktoberfest at 5 P.M. and the Food vendors must start wrapping up at 4:30 P.M..
18. Do you offer electricity?
No, we do not offer electricity. If you need to, you are welcome to bring your own generator, just please be sure it will fit within your allotted space.
19. How will I know where my spot is?
Approximately ten days before the Oktoberfest you will receive a space assignment in the mail, this will give you more detailed information about how to get to your location (side roads) and where you will be located.
20. What if I want a specific spot or want a different spot than what was assigned?
We do not take spot "reservations" and do not promise location. Spaces will be assigned by food/non-food vendors and the booth size needed.
21. Will you have ice for sale the day of the event?
Yes, the beer garden will sell ice for vendor purchase. Please tell us the approximate amount of ice you need on the application so we can be sure to have enough ice for everyone.
22. Will there be a way to get change or cash for vendor use at Oktoberfest?
There will not be a change machine or bank of change made available specifically for this event.