



CAVERN FEST 2020

NON-FOOD

Vendor Application



Saturday, June 6 10:00 a.m. – 11:00 p.m.

Fees are non-refundable, payment must be received on or before May 8th

All credit card transactions will include a processing fee

MAIL your application with your full payment to:

Carlsbad MainStreet

102 S. Canyon St.

Carlsbad, NM, 88220

Additional fees are applied after May 8th

Name of Business: _____

Contact person: _____

Address: _____

Phone number(s): _____ Email address: _____

Proposed Product(s) _____

Vendors must provide their own 10 x 10 canopy

(additional charge will be added for a larger canopy)

All vendors must obtain a city business registration or CAVERN FEST temporary license

(City License & Permits Dept., 114 S. Halagueno (575)-885-1185)

Check the statements below, as they apply:

_____ 10 X 10 space for \$75 (\$125 after May 8, 2020)

_____ ADDITIONAL 10 X 10 (\$75 PER 10 X 10) extra space required. _____ # of spaces (\$125 per 10 X 10 space after May 8, 2020)

_____ ENTERTAINMENT for \$150 (\$250 after May 8, 2020) size of space needed _____

_____ TOYS OR LIGHTS for \$150 (\$250 after May 8, 2020) size of space needed _____

_____ Please advertise that I will be open

_____ DOWNTOWN MS MERCHANT/BUSINESS I would like to set up a _____ space in the street **no fee**

Non-Profits:

_____ Providing information about my organization; **no fee**

_____ Fundraising for my organization **½ vendor fee**

_____ Requiring more space than a 10 X 10 for information or activities **entertainment fee**

General Vendor Rules

1. No vendors shall bring animals within the event area.
2. Vendors shall not use tobacco products or vape within 25 feet of any display during the festival.
3. All vendors will be required to furnish their own canopy, tables, chairs, electricity, lights, extension cords, etc.



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4. All vendors will practice truth in representation.
5. All vendors must anonymously report their earnings to the MainStreet representative on the provided card. The representative records the total sales of the event day. Confidentiality and anonymity of each separate vendor is maintained. Total sales of the event day are summed at the end of the event. This number is used to promote the event, to leverage for grants or sponsorships and to show that the event economically enhanced the community. Specific vendor totals are never known or shared.
6. Vendors shall complete an application form and submit it, with full payment, to the CAVERNFEEST Committee members or MainStreet staff. The CAVERNFEEST Committee reserves the right to approve or deny any application. Any applicable licenses, registrations, and/or permits must be brought with the vendor(s) on the day of the event and posted in clear view.
7. The CAVERNFEEST Committee reserves the right to allow any number of non-profit organizations to set up booths to provide public information. Proselytizing will not be allowed.
8. Please show courtesy to one another. If there is a conflict, please get the on-site manager to mediate the situation.
9. If at any time you are rude or disrespectful to any staff, volunteers or coordinators of CAVERNFEEST you will be asked to leave the event and will NOT receive a refund for any fees paid.

Set Up and Clean Up

1. Load in instructions will be sent via email on or before Monday, June 1st
2. You may park to unload your vehicle, but no vehicles will be allowed to remain within the barricaded event area.
3. Vendor booths should be set up in the designated space assigned by the CAVERNFEEST Committee.
4. Each space is considered a 10 X 10 area, i.e. tent or trailer. Any other additional spaces will be considered as separate vendor. (Additional Vending fee applies).
5. All vendors will be required to remove any trash including zip ties, rope, hangers, tape, etc.

I have read the CAVERNFEEST Rules and agree to comply with all applicable rules.

Signature _____ Date _____

WAIVER OF LIABILITY

In consideration of CAVERNFEEST organizers accepting this application, I, the above-signed, intending to be legally bound, hereby for myself, my heirs, executors and administrators waive and release any and all claims, rights of action and demands for personal injury, property, consequential and other damages whatsoever which may arise out of the activity/event set forth herein. This release shall be for the benefit of Carlsbad MainStreet and the City of Carlsbad, their representatives, successors and assigns for any and all injuries suffered by me or any member of my crew at this event.

Further, I hereby grant full permission to the CAVERNFEEST and/or their authorized agents, to use my photographs, videotapes, motion pictures, recordings and any other record of this event for any legitimate purpose. I further agree to accept all conditions set forth and to abide by CAVERNFEEST Vendor Rules and NMED Regulations.



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