

Dear Vendor,

Thank you for applying to be a vendor at the **Red River Oktoberfest 2023!** We are delighted by your interest in our event. Please use this cover letter as a checklist to ensure that you have filled out all the information required in this application.

After you apply to be a vendor, you will receive an email from us to confirm receipt and to let you know whether you are in the event. Then, you will hear from us approximately one to two weeks prior to the event regarding details about check-in/load-in times, event details, and more.

Thank you, again, for your interest in our event,
Red River Chamber of Commerce Staff, Red River Chamber Event Committee, and Board of Directors

Checklist for required information

Has it been included for submission? Check box when completed	Required Items for All VENDORS! Deadline for application is September 20, 2023 All items must be submitted at the same time! - Please do not leave any blanks, if it does not apply put N/A. We do not retain information, so all information is required to be submitted on the application. Please initial each page, on the bottom right.
	Business information: Town of Red River Itinerant Vendor Application (see page 2) – fees are included with the booth fee. Vendor license must be prominently displayed and available for public inspection.
	New Mexico PLEASE INCLUDE a Tax Compliance Letter (not the registration certificate) Taxpayer Access Point - State of New Mexico . For assistance with CRS, please call (505) 827-0951.
	All Event Specific Details (see page 3)
	PLEASE INCLUDE a Certificate of insurance from your small business insurance company that lists “Red River Chamber of Commerce” as “additionally insured”
	Registration fee (check or cash, paid in full, or credit card, paid upon receipt & approval to be a vendor. Vendor space will not be confirmed until full payment is received.
	Security deposit of \$500.00, by paper check to be stored in a secure location and to be shredded after all policies and procedures are met for the event. Please note on the memo section of the check as “security deposit for the specific event name”
	All Event policies and procedures initialed (see page 4 & 5)
	Signed event waiver (see page 5)
	Please complete the appropriate Vendor Category (pg. 6)
	Additional Items Required for Food Vendors
	Full menu for event must be included with packet, please attach menu with application submission. Please see (page 6) for additional required information for Food Vendors
	Additional Items Required for Alcohol Vendors
	Complete Alcoholic Beverage Control/Public Celebration Permit Application (pg. 6 and the link on pg. 7)
	Check for \$30.00 made out to “Alcoholic Beverage Control Division” or “ABCD”
	A List of all servers that will be serving at the event to include the server’s first name, last name, server permit number and expiration date (see pg. 7)

TOWN OF RED RIVER
ITINERANT VENDOR APPLICATION

TOWN OF RED RIVER
PO BOX 1020
RED RIVER, NM 87558
(PHONE) 575-754-2277 (FAX) 575-754-2944

Vending FEE: \$25.00/day

NAME OF APPLICANT _____

NAME OF BUSINESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____

NEW MEXICO CRS-1 IDENTIFICATION NUMBER _____

LAST FOUR DIGITS OF SS# or FEIN# _____

***APPLICATION MUST INCLUDE A CURRENT CRS COMPLIANCE LETTER FROM NM TAXATION & REVENUE.**

LOCATION/PROPERTY OWNER OF VENDING LOCATION:

DESCRIPTION OF VENDING OPERATION: _____

I agree that any falsification, misstatements, or omissions; including those related to location and goods to be sold, shall result in immediate revocation of this license and forfeiture of the right to operate within the Town of Red River.

I agree that the Town Administrator, Police, or safety personnel may inspect the vending premises. It is further understood that payment of applicable state tax is made a provision of this license. *Application approval is pending confirmation of CRS status with NM Taxation & Revenue. You must be in compliance.

The Town of Red River and the Red River Conference Center are unable to accept delivery of any items on your behalf. A representative from your company must be present to sign for any deliveries.

Applicants Signature

Gross Receipts Tax is 9.3%

Office use only

Amount Received _____ Date _____

() Check () Cash () Credit Card

Event-Specific Information

Today's Date _____ Event Contact Name _____

Email _____ Web site _____

Are you on Social? Facebook; _____ Instagram. _____

License Plate Number* _____ Driver's License Number* _____

***Required for safety, park access, and parking enforcement**

Booth Size (If between booth sizes you must select the larger size) Town of Red River Itinerant fees are included with booth fee		
<input checked="" type="checkbox"/>	Size	Fee
	10 x 10	\$300.00
	10 x 20	\$400.00
	Specialty Size	Contact the Chamber

Water (We must know ahead of time if you require water for your booth). You are responsible for any water hoses and/or hook-ups needed. Water is not guaranteed.		
<input checked="" type="checkbox"/>	YES	NO

Trailer Dimensions (We must know ahead of time to properly place your booth. Length must include tongue) and which side or where access is needed on the trailer.	
Length	
Width	
Height	
Side for Access	

Electrical Power Requirements

If electrical power is required, please bring a generator, as power can be temperamental in the mountains and is not guaranteed. There are a limited number of 110v outlets in Brandenburg Park and it is on a first come first serve basis. Vendors are responsible for extension cords and are not provided by the Red River Chamber of Commerce.

Electrical Power (if, needed)		
<input checked="" type="checkbox"/>	Required	Fee
	220 Outlet	\$50.00
	110 Outlet	\$25.00
	Not needed	\$0

Trailer Power Requirements		
<input checked="" type="checkbox"/>	Required	Fee
	30 Amp	\$25.00
	50 Amp	\$50.00
	Not Needed	\$0

Amount Due	
Booth Fee	
Electrical	
Total Due	
Security Deposit (with a separate check) Please see below *	\$500.00

Payment No refund if registration is canceled at any time and no refunds for no-shows!

Payment Method (indicate one & include details)	
<input type="checkbox"/>	Cash (please check if cash)
<input type="checkbox"/>	Check (please include check number)
<input type="checkbox"/>	Credit Card (to pay by credit card, please check here and we will send you a secure link upon approval of your application.)

***We request you mail a paper check for \$500.00 which will be held as a required security deposit. When all policies and procedures have been met your check will be destroyed. MUST BE SUBMITTED AT THE SAME TIME AS PAYMENT! Please note in the memo section which event it is for (i.e., Art & Wine, Oktoberfest, or other).**

Event Policies & Procedures

- _____ (Initial Here) INQUIRIES - Situations that arise that are event related must be directed to the Event Director or Chamber Director at 575-754-2366. Questioning the Conference Center staff should be reserved for facility questions only.
- _____ (Initial Here) SET UP & BREAKDOWN – Your booth area must be set up and broken down within the time frame deemed by the Event Director. You may only have your vehicle in the park for unloading and reloading, you may not have your vehicle in the park as you set up or break down. *If you are not set up in the specified time, or if you are parked during setup or breakdown, you may be fined.* Tent stakes may not be used for their booths in Brandenburg Park, please use sandbags or water barrels.
- _____ (Initial Here) PARKING – For your safety, and that of the residents of Red River, you may only have your vehicle around the park on W Main Street, N Jumping Jack Trail, W River Street, or S Jacks and Sixes Trail while you are unloading and reloading. No vendor parking is permitted around the park during the event on West Main Street, North Jumping Jack Trail, W River Street, or S Jacks and Sixes Trail. You may park in the Town of Red River municipal lot, at your lodging location, or ask Chamber of Commerce staff about recommended parking locations.
- _____ (Initial Here) TRASH – All debris such as boxes, paper, plastic, and glass must be properly discarded in the available trash or recycle receptacles. If ANY Chamber of Commerce staff or volunteers have to clean trash or recycling from your booth space, you may be fined.
- _____ (Initial Here) DAMAGE – Any damage done to the Town of Red River electric boxes or trees is subject to a fine to be assessed by the Town.
- _____ (Initial Here) PERSONAL PROPERTY – You MAY NOT touch any other vendor's merchandise or booth without express permission. Do not unplug or touch any electrical equipment other than your own. Damage resulting from merchandise tampering or loss of product due to electrical tampering may result in fines equal to the amount lost.
- _____ (Initial Here) CONTRACT FOR SPACE – The application for space and the formal notice of assignment by the Event Director and the payment of full rental fees constitute a Contract for the privilege to use the space allotted. Booth space is not guaranteed! You are assigned a booth space based on availability and is at the sole discretion of the Chamber as to where you are placed.
- _____ (Initial Here) RESTRICTIONS ON USE OF SPACE – No exhibitor shall assign sublet or share the whole or any part of the space assigned. Displays shall not be placed in such a manner as to interfere with other exhibitors. You may only vend in the amount of space as specified in the above application. If you exceed the agreed upon and paid for space, the Chamber of Commerce reserves the right to charge you for the extra space accordingly.
- _____ (Initial Here) OVER-THE-COUNTER SALES – Collection of New Mexico applicable state sales Tax is the responsibility of the exhibitor making the sale.
- _____ (Initial Here) RIGHT TO REFUSE – The Red River Chamber of Commerce has the right to refuse the application of any vendor who we feel clashes with our Mission Statement.
- _____ (Initial Here) NO DRINKING WHILE SERVING – The Red River Chamber of Commerce and NM State law prohibits allow alcohol vendors from drink while serving.
- _____ (Initial Here) Pets are allowed to attend the event with you, however they must be leashed and secured or kenneled at all times and are not allowed in other vendors booth areas.
- _____ (Initial Here) VENDOR PACKAGES – If you are having merchandise shipped to our location, you **must** be physically present to sign for the delivery. Our staff cannot sign for or take responsibility for your merchandise. Check with the lodge you are staying at about shipping packages to their address.

Event Policies & Procedures (continued)

- _____ (Initial Here) BOOTH ASSIGNMENTS – Vendor space will not be confirmed until full payment is received along with the security deposit check. The booths will be assigned by the Event Coordinator. Vendor shall not sublet, assign, or otherwise transfer or convey any matter in connection Red River Chamber of Commerce Events to any other person, or any of the privileges conveyed herein, except with the written consent of the Event Coordinator. Booth placement will be assigned to best benefit of the Red River Chamber of Commerce Events and all its participants, as determined by the Event Coordinator.
- _____ (Initial Here) EVENT CANCELLATION POLICY – The Red River Chamber of Commerce has the right in its sole and absolute discretion to cancel or postpone the event for any reason or for no reason whatsoever. Should the event be postponed or canceled for any Act of God, public safety, welfare of for any reason (or for no reason) whatsoever Vendor hereby release and forever discharges Red River Chamber of Commerce, its officials, employees, representatives, agents, board members from any and all liability, losses, harm and claims for damages, and any other actions or claims whatsoever, which result from or arise out of such postponement of cancellation.
- _____ (Initial Here) I UNDERSTAND - that failure to comply with any of the afore mentioned points may result in being dis-invited to any and all future Red River Festivals or other events.

Event Waiver

(This must be signed to process application)

As a participant any of the Annual Red River Chamber of Commerce Events (i.e., Art & Wine, Oktoberfest, any parade), I fully understand and agree to the following:

I recognize and acknowledge that I assume full risk of any injuries, property damage or loss which I may sustain as a result of my participating in any and all activities connected with or associated with my participation in any Red River Chamber event.

I agree to indemnify and hold harmless and defend the Red River Chamber of Commerce, the Town of Red River, and the Red River Event Committee and any agents thereof from any and all claims by other parties resulting from injuries, damages, and loss including loss of property, or loss of income caused by me arising out of, connected with, or in any way associated with my application to, rejections from, and/or participation in any Red River Chamber of Commerce event.

By signing this application form, applicant agrees digital images submitted are representative of work to be exhibited and that the Red River Event Committee reserves the right, in their sole discretion, to advise applicant of any work that does not meet the standards set, and applicant agrees that such work will immediately be removed upon request of the Red River

Event Committee. Failure to remove these items upon request may result in applicant's removal from the Red River Chamber Event. Applicant also agrees that images submitted for jury may be used for promotion of the event, in print or on the internet at the sole discretion of the Red River Chamber of Commerce or the Red River Event Committee.

I HAVE READ THIS APPLICATION AND AGREE TO ALL THE RULES. I understand that the Red River Chamber Event Committee reserves the right to reject my application for any and no reason.

Signature _____ Date _____

Vendor Categories

Food Categories (please check all that apply) Attach a food menu. Food menus cannot be changed once you have been approved to be a vendor. Food vendors are required to obtain all the necessary permits through the New Mexico Environments Department prior to the event. Baked goods and all other food products must be properly packaged, kept at proper temperatures (as specified by NM Environmental Department), and displayed on tables that are covered by a tablecloth. For additional assistance visit their website [New Mexico Environment Department](http://www.nmenvironment.com) or call the Taos office at (575) 758-8808.

<input type="checkbox"/>	American	<input type="checkbox"/>	Dessert	<input type="checkbox"/>	New Mexican	<input type="checkbox"/>	Other (please specify)
<input type="checkbox"/>	Bakery	<input type="checkbox"/>	Drinks	<input type="checkbox"/>	Seafood		
<input type="checkbox"/>	BBQ	<input type="checkbox"/>	Ethnic	<input type="checkbox"/>	Vegetarian		

examples: hamburgers, fries, soda, Filipino, German, Italia, Mexican, Thai, etc.

Artisan and Business Categories (please check all that apply) Attach pictures of items/products that will be displayed in your booth.

<input type="checkbox"/>	Jewelry	<input type="checkbox"/>	Non-Profit	<input type="checkbox"/>	Pottery	<input type="checkbox"/>	Other (please specify)
<input type="checkbox"/>	Leatherworking	<input type="checkbox"/>	Painting	<input type="checkbox"/>	Sculpture		
<input type="checkbox"/>	Lodging	<input type="checkbox"/>	Photography	<input type="checkbox"/>	Textiles		

Winery and Brewing Categories (please check all that apply)

<input type="checkbox"/>	Winery	<input type="checkbox"/>	Other (please specify)
<input type="checkbox"/>	Brewery		
<input type="checkbox"/>	Distillery		

Alcohol Vendors, please complete the section on the next page (page7)

PUBLIC CELEBRATION PERMIT APPLICATION: INSTRUCTIONS

Licensee: Merely submitting an application does not constitute approval. If Licensee does not have the Approved Permit for the Event, than the sale, service and/or delivery of alcoholic beverages is prohibited. A complete application, w/required attachments must be received by ABC **at least 10 days prior to the event**. All fees submitted are non-refundable, even when Permit is issued and the Event is postponed and/or cancelled due to unforeseen circumstances.

Eligibility: Only New Mexico Licensees that hold a Craft Distiller, Small Brewer or Winegrower License may apply for a Public Celebration Permit (PCP). The Master Liquor License must not be in suspension. If the license holder will be serving alcoholic beverages from any place other than the approved and designated liquor licensed premises, a Permit is required. The local governing body of the **local option district must grant approval** for the issuance of the permit. The local governing body includes city council, county clerk, mayor, etc., and they must have authorized **Sundays Sales** by the drink and the Holder of the Dispenser's License must have a Valid Sunday Sales Permit issued by the Alcoholic Beverage Control or must have a special concession issued from the local governing body pursuant to §60-6A-12(E) NMSA, 1978.

The Event may be held in any Local Option District.

- **MAY not exceed 3 Days:** three (3) day maximum, unless permission is granted by Division Director prior to the event.
- **12 Hours per day, Maximum:** Service of alcohol must not occur for more than 12 hours per day.
- **Only Employees of the Holder of the NM Craft Distiller, Small Brewer or Winegrower Liquor License with the PCP, that are currently Licensed Servers, may sell, dispense, or serve the alcoholic beverages for the Event.** *Reminder: No Sale to Minors or Intoxicated Persons; No Sale, Service or Consumption before or after the times listed on Permit; Licensee and Employees restricted from consuming alcoholic beverages at the Special Event; No more than 2 Unconsumed drinks may be in the possession of one person. Servers are not permitted to provide more than the legal amount.*
- **Must not Remove beer, wine or spirits from area of the celebration:** A wine grower, small brewer and/or craft distiller is authorized to dispense New Mexico produced alcohol as allowed by their license type, by the drink for consumption at the celebration. By-the-drink dispensed New Mexico produced products cannot be removed from the area of the event. The Licensee is authorized to dispense the alcohol allowed by that license type in unbroken packages. The unbroken packages may be removed from the area of the celebration.
- **Must Post Public Celebration Permit at event:** After PCP is issued, Licensee is legally required to Post Permit along with Signage (*i.e., pregnancy, firearms, minors, etc.*) and it must be prominently posted at the locations where the alcohol will be dispensed, as indicated by the Approved Floor Plan for the Event. Permits are subject to the same requirements and restrictions contained in the Liquor Control Act and are subject to citation for any violation.

Application Process: A complete Application must be received by ABC at least 10 days prior to the Event. Faxed Applications not accepted and incomplete applications will be returned. Licensee must obtain the Building/Property Owner's permission to allow Event serving Alcohol in their facility. **The Following are also required and must be attached:**

- A) **Fees:** §10 per day. Applicable daily fees must be submitted by business check, Money Order or Cashier's Check
- B) **Floor Plan:** Detailed Floor Plan, include highlighted area where alcoholic beverages will remain
 - A Detailed Floor Plan (on 8 ½ x 11 sheet) must be submitted showing exactly where the event is to be held
 - Total Square Footage for the proposed service area
 - Must show the location of Bars, Security, Serving Areas, Entrances, Exits
 - Enclosed or barricaded serving areas must also be clearly marked
 - If there are any patios or outside areas, indicate how they are enclosed to prevent alcohol from leaving the premises; Describe type and height of Enclosure; Must be four (4) feet or higher
 - Placement and Location of Security Personnel; If Security is deemed insufficient, the Director may require additional Security Personnel or may deny permit. The average is 1 security personnel per 100 people, but may be increased depending upon the type of event requested.
- C) **List of Servers:** Accurate List of Servers at the Event, including the Full Name of Employee, Server Permit Number and Expiration Date

Alcoholic Beverage Control Division | 2550 Cerrillos Road | P.O. Box 25101
Santa Fe, NM 87504 | (505) 476-4875 | rld.nm.gov/abc/



ALCOHOLIC BEVERAGE CONTROL | PUBLIC CELEBRATION PERMIT APPLICATION

Fee Per Day: \$10.00 (do not submit cash) Date Application Filed: _____

A copy of all approved permits are sent to the Special Investigations Division of the Department of Public Safety, and DPS will request additional information, if needed.

LICENSE HOLDER INFORMATION: *Check boxes that apply*

Liquor License # _____ Type of License: Craft Distiller Small Brewer Winegrower

Owner Name: _____

Business Name (DBA): _____

Mailing Address: _____

Phone No: _____ ext.: _____ Person to ask for: _____

Email Address: _____

EVENT INFORMATION:

Type of Event: Indoor Event Outdoor Event Both All Ages Event -Wrist Bands Yes No

Type of Celebration: State Fair County Fair Community Fiesta Cultural / Artistic Performance Athletic

Name of Event: Red River Oktoberfest

Physical Address of Event: 100 W Main St. Red River, NM 87558

Date of event (Day 1) October 6, 2023

Time Event Begins: 11am Time Event Ends: 7pm

Time of Alcohol Service: Begins at: 11am Ends at: 6:00pm

Total No. of Attendees Expected at Event: 2000 Total No. of Attendees Expected to Consume Alcohol: 1750

Date of event (Day 2) October 7, 2023

Time Event Begins: 11am Time Event Ends: 7pm

Time of Alcohol Service: Begins at: 11am Ends at: 6:00pm

Total No. of Attendees Expected at Event: 2000 Total No. of Attendees Expected to Consume Alcohol: 1750

Date of event (Day 3) October 8, 2023

Time Event Begins: 11am Time Event Ends: 4pm

Time of Alcohol Service: Begins at: 11am Ends at: 3:00pm

Total No. of Attendees Expected at Event: 1250 Total No. of Attendees Expected to Consume Alcohol: 1000

Security: No. of Security: 6

Licensed Security Company _____ Phone No. _____

Describe Security ID Check, perimeter enforcement, wristbands

NOTE: LICENSEE'S EMPLOYEE(S) ASSIGNED TO WORK SECURITY, MUST WORK THIS EXCLUSIVELY AND MAY NOT SERVE AT THE EVENT.



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Fee Per Day: \$10.00 (do not submit cash) Date Application Filed: _____

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NOTE: LICENSEE'S EMPLOYEE(S) ASSIGNED TO WORK SECURITY, MUST WORK THIS EXCLUSIVELY AND MAY NOT SERVE AT THE EVENT.



Alcoholic Beverage Control

ABCD Permit

Complete the Alcoholic Beverage Control Public Celebration Permit Application by clicking [HERE!](#)

Write a Check for ABCD

Don't forget to include your \$30.00 check made out to Alcoholic Beverage Control Division or "ABCD"!

Your Server's List

Please provide all server information for ABCD application. It is up to the discretion of your business how many servers you require. If additional servers are needed, please provide an additional page.

First Name	Last Name	Server's Number	Expiration Date