



DEPARTMENT B

Commercial Exhibits and Food Handling Concessions

Special Rules

1. General rules and instructions aforementioned in this catalog are applicable and will apply to this department.
2. All persons making application for an exhibit or concession, hereinafter referred to as LESSEE, will be required to sign a contract before being allowed to transact any business; and no contract may be sublet. Contracts may be assigned with approval of Management.
3. The Eastern New Mexico State Fair Board, hereinafter referred to as the MANAGEMENT, reserves the right to cancel at any time, for reasons satisfactory to it, any and all contracts made with LESSEE.
4. All rentals are payable in full in advance at the time the contract is signed.
5. All Exhibitor and Concessionaire Gate and Automobile Permits will be issued when the contract is paid in full. Permits are issued for the exclusive use of the LESSEE, attendants, or employees working in their booth.
6. NO VEHICLES WILL BE PERMITTED ON GROUNDS AFTER 11:00 A.M. DELIVERIES AFTER THIS TIME MUST BE CARRIED IN. No vehicles will be permitted on grounds when children school groups are present.
7. All exhibits and concessions must be in place by 11:00 a.m. on the opening day of the Fair. Failure to have exhibits ready at the opening hour will be cause for forfeit of that space. No exhibit or concession may be moved after the opening day of the Fair.
8. All vendors/exhibitors must submit with their contract, a Certificate of Liability Insurance in amount satisfactory to the FAIR BOARD listing ENMSF as an ADDITIONAL INSURED.
9. By order of Roswell Fire Marshall, all food vendors owning, utilizing or in possession of a deep fryer must obtain and have present, at least 1 Class-K-Fire Extinguisher in food booth at all times. This can easily be acquired through your local fire safety dealer or they will be available for sale through our vendor at the rate of \$151.00 per unit.
10. LESSEE must confine himself to the space assigned and all decorations, lighting, and other improvements must be done at LESSEE's contract.
11. Each LESSEE is expected to deal honestly and fairly with the public and any attempted fraud or misrepresentation will be considered sufficient cause for revoking the LESSEE's contract. MANAGEMENT reserves the right to govern what items are dispensed or displayed and the manner in which the LESSEE operates his booth.
12. Sale of or dispensing of food or drink inside the Commercial Building must be approved by MANAGEMENT.
13. No exhibits may be occupied after closing hours of the Fair, nor will trailers, campers, mobile homes, etc., be allowed to be occupied without express consent of MANGEMENT.
14. All contracts and leases shall expire at the close of the Fair, unless otherwise specified, and all temporary buildings, frames, booths, etc., must be removed by the time set in the rules pertaining to participant's section or they become the property of the Eastern New Mexico State Fair.
15. MANAGEMENT will use all reasonable care to prevent loss or damage to LESSEE's property, but is not liable in any manner for such loss. Participants should be aware that security is not provided after the fair contract ends.
16. Dispensing of Alcoholic Beverages is prohibited.
17. MANAGEMENT may sell exclusive rights to the sale of certain food items. A list of these concessions may be obtained from the MANAGEMENT.
18. ENMSF may be a sponsored event. If ENMSF is sponsored by a corporation, the vendor will comply with any product supply responsibilities.

TAXATION AND REVENUE DEPARTMENT
 400 Pennsylvania Ave, Suite 200
 P.O. Box 1557
 Roswell, New Mexico 88202-1557
 575-624-6065

The Gross Receipts Tax is a tax on the privilege of doing business in the state of New Mexico and is levied on the seller. It is not a sales tax and, therefore is not levied on the buyer, though the tax is customarily passed on the buyer by the seller.

The tax is imposed on any individual, partnership or corporation engaged in business activity in New Mexico. The tax is broadly based, and all receipts

received from engaging in business in New Mexico are subject to the tax, except receipts specifically exempt or deductible.

A person or company wishing to do business in New Mexico must apply for a gross receipts identification number (use Form ACD-31015, Application for Registration).

You can receive additional information, including reporting requirements, through the mail or in person through any district office (see address above).

The Gross Receipts and Compensating Tax Act is administered by the Taxation and Revenue Department in accordance with sections 7-11 through 7-1-82 of the New Mexico Statutes Annotated, 1978.

State & Local Regulations

Each Concession must comply with the regulations of the N.M. Health and Environment Department (HED) and with City of Roswell codes including Fire, Electrical, and Plumbing.

Concession operators shall arrange for inspections and permits before opening. Booth operators found to be in violation of these regulations may be ordered off the grounds by the MANAGEMENT.

N.M. ENVIRONMENT DEPARTMENT (NMED)

1914 W. 2nd St., Roswell, NM, 575-624-6046

The New Mexico Food Service and Processor Regulations shall apply to all food-handling booths.

1. All food-handling concessions must obtain a permit from the NMED. A pre-permit fee of \$25.00 will be charged by NMED for booths serving potentially hazardous foods. Payment to "NMED Food Program" must be by money order or certified check.
2. Food preparations shall be conducted in an enclosed shelter or booth.
3. All off-site preparation of food must be done in a facility with a current NMED permit. Detailed description of off-site preparation of potentially hazardous foods must accompany permit applications. Cooling of cooked foods is prohibited.
4. All potentially hazardous foods to be served shall be specified in writing on the permit application and shall be approved by the NMED at the time the permit is issued. Only those menu items approved by the NMED will be allowed for sale. For unrestricted food service operations, booth operators shall meet fully the requirements of the Regulations.
5. Ice which will be consumed, or which will come in contact with food, shall be obtained from an approved source in chipped, crushed, or cubed form. Such ice shall be obtained in single service, closed containers of an approved type, and shall be held therein until used. Such ice shall not be used for other purposes such as food storage.
6. Food-contact surfaces of food preparation equipment such as grills, stoves, and work tables shall be protected from contamination by consumers and dust. Where necessary, effective shields shall be provided.
7. Equipment shall be installed in such a manner that the establishment can be kept clean, and so that food will not become contaminated.
8. An adequate supply of water for cleaning shall be maintained in the establishment, and auxiliary heating facilities, capable of producing an ample supply of hot water for such purpose(s) shall be provided. If any reusable utensil is used, adequate dish washing facilities shall be provided.
9. Liquid waste and grey water shall be discharged into a sewage system.
10. Adequate facilities and water shall be provided for employee hand washing, disinfection solution, soap, and individual paper towels.
11. No prepared foods shall be carried over from one day to the next.
12. Any other requirements deemed necessary by the NMED to protect the public in view of the particular nature of the food service preparation shall be met by the operator.