



Eastern New Mexico State Fair
 P.O. Box 824, Roswell, New Mexico 88202-0824
 Phone (575) 623-9411
www.enmsf.com
 leslie.enmsf@yahoo.com



Commercial Building Vendors
Fair Dates
October 2-7, 2023

Please note changes in fees, passes, and sanitation.

All vendors should contact the City of Roswell regarding business licenses. Food vendors should contact the Environmental Department and Fire Marshall regarding regulations several weeks prior to fair.

Please use this checklist to ensure your space is confirmed.

- Pass policy has been explained to all employees or agents (GATES ARE NOT FREE, PASSES BEYOND WHAT YOU RECEIVE WITH YOUR BOOTH MUST BE PURCHASED)**
Passes MUST be pre-purchased for 2023.
- Booth fee is paid**
- Insurance certificate listing ENMSF as ADDITIONAL INSURED has been submitted OR purchased through ENMSF**
- Performance deposit has been submitted**

Quick Reference

SET UP:

Friday, Sept 29- Sunday Oct 1: 8am-8pm
 Monday, Oct 2: 8am-12pm
 All vendors must be in place and ready to operate by 12pm

ACCESS TO BOOTHS:

Vehicles are PROHIBITED on grounds while the public is present. Vendors may **not** drive on grounds (beyond the parking lot) during these times:

- Monday:* 12pm-Close
- Tuesday:* Special Needs Day
8am-1pm and 3pm-Close
- Wednesday:* Senior's Day 2pm-Close
- Thursday:* 3pm-Close
- Friday:* Children's Day
8am-1pm and 3pm-Close

TEAR DOWN:

Please ensure your electronic items are safe; we will unplug cords upon closing.
 Saturday 10pm-12am
 Sunday 10am-12pm

ENMSF is not responsible for items left after the close of fair.

HOURS

Failure to have a functional booth in place during the following hours will result in a performance deposit forfeiture.

Monday	12:00 pm-10:00 pm
Tuesday through Friday	4:00 pm-10:00 pm
Saturday	12:00 pm-10:00 pm

Vendors may access their booth one hour prior to opening to the public.

EXHIBITOR/VENDOR PASSES

Passes must be pre-purchased for the 2023 year.

For every 10 linear feet of booth space, vendors will receive:

2 Manager passes (Gate 1) and 24 Shift passes (Gates 2, 3, or 4). Additional passes must be purchased.

Manager's Pass (limit of 3) \$50 ea.

Shift Pass \$6 ea.

Parking included in all passes.

Policies are fully detailed in the following pages.

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Welcome to the Eastern New Mexico State Fair! Please read the information carefully.

PASS REQUIREMENTS:

There are no free gates.

Manager passes are applied to the vehicle and will allow the vendor to enter through gate 1. These are non-transferrable and are valid for the entire week. These should be distributed to the vendor most likely to be restocking the booth. Manager passes must be securely applied (no tape!) to the driver's side lower windshield to be valid. Passes not adhered to the window will be subject to forfeit and the vendor must pay full price for replacement.

Shift passes are valid for one admission. Shift passes are surrendered at the gate. They are valid at gates 2, 3, or 4. **Vendors should purchase enough as to accommodate their staff/volunteers throughout the week. Pass sales will cease upon opening of fair.** Passes are meant for employees and volunteers only and should not be purchased for public use.

The parking lot may be a long walk to your actual booth space. Please have a plan for moving your product (wagon, dolly, golf cart, etc.). Street vehicles are not allowed on the grounds during operating hours, including field trip times.

Please share this information with all employees/people within your agency. Passes may be picked up the week prior to fair.

Passes will not be issued until booth is paid in full, deposits are paid, and insurance is purchased or provided.

ACCOMODATIONS

All vendors must provide their own tables, chairs, and extension cords. Commercial Building booth rental includes space and curtained dividers only. Signage may be hung on the curtains using pins or other non-damaging methods. Tape is prohibited on poles. No signage, products, etc. may exceed the perimeters of the booth space.

The Eastern New Mexico State Fair is proud to be one of the longest running fairs in the state. As such, our facilities are rustic. The grounds are gravel. The Commercial Building is enclosed in a large metal building. We provide heating and cooling, but the weather can fluctuate greatly, and our doors remain open. Please prepare for extreme weather conditions. The buildings and grounds may leak or flood with inclement weather. Vendors are encouraged to use canopies or have tarps readily available. We are not responsible for damage or loss due to weather conditions. While we strive to ensure vendor comfort and success, we offer no guarantees on the climate inside the building or the size of the crowds.

DISPLAY/SALES

All signage, displays, pamphlets, and products must be family appropriate. Items depicting weapons, drugs, gangs, nudity, or other illicit behaviors or items are prohibited. Fireworks or popping items are not allowed. Religious and political displays must be non-offensive. Any questions in this regard will be presented to the Eastern New Mexico State Fair Board for resolution in its sole discretion. Any pamphlets or presentations must be distributed or occur within your Vendor space. Roaming or soliciting outside of contracted booth space is prohibited.

All supplies, boxes, stock, and extra materials must be fully enclosed and not visible to the public. Enclosures must be of appealing, quality material. ENMSF makes every effort to provide a secure location. Loss or theft is however at the Vendor's risk.

LICENSE/INSPECTION/SANITATION

ALL Vendors must obtain a business license from the City of Roswell to display at their booth. Booths and/or Vendors are subject to any license, permits, or inspections as required by any governing agency

pertaining to their sales. Vendor should be aware EID, Fire Marshall, and other inspectors may inspect booths, trailers, and displays for compliance. It is the vendor's responsibility to know and follow all requirements. Refunds shall not be issued due to non-compliance.

VENDOR EXCLUSIVITY

The Eastern New Mexico State Fair strives to not only offer a unique and diverse fair experience to our patrons but will also make every effort to provide a successful venue to our vendors. In this regard we will always limit the number of vendors with similar products. While it is our intent to keep our vendors as exclusive as possible, we will not allow any vendor to have a monopoly on any product and absolute product rights will not be granted or enforced by the Eastern New Mexico State Fair. Vendors participating in the Eastern New Mexico State Fair can assist the fair staff in keeping like products to a minimum by specifically listing all products on the contract.

RVs

RV spaces may be available. Call ahead for current pricing and space reservations.

PERFORMANCE DEPOSIT

Exhibitors/Vendors must submit a \$200.00 PERFORMANCE DEPOSIT ON ALL SPACES, NO EXCEPTIONS! This deposit is submitted as a guarantee from the vendor to operate during all fair hours and to comply with all rules and regulations as outlined in the contract. The deposit will be returned upon completion of the fair providing the vendor is in compliance at all times. Failure to adhere to hours, pass procedures, or displaying or selling prohibited items may result in loss of performance deposit. Non-profit vendors, vendors affiliated with the fair or providing services for the fair are also subject to the performance deposit and must comply with all rules. Performance deposits from the previous year may be applied to the next year's booth fee. A new performance deposit must be submitted yearly. The fair office will be open for at least an hour at the close of fair Saturday night. Vendors may pick up cash or checks written for performance deposits at that time. The fair office will be open again between the hours of 10am and 12pm on Sunday. After this date, the office will begin to operate by appointment. Performance deposits not picked up or applied to the following year will be mailed.

BEVERAGES

The Eastern New Mexico State Fair is sponsored by Pepsi. All vendors selling beverages must comply with the Pepsi contract and must purchase all beverages, including water, through the Pepsi representatives serving the Eastern New Mexico State Fair. Any Vendor found to be serving non-Pepsi products or Pepsi products not purchased through the fair representative will be considered in breach of contract. Pepsi representatives can be reached at 575-624-4002 or 575-626-4081. It is the Vendor's responsibility to know and comply with the Pepsi product requirements.

There will be a maximum of two beverage coolers at each booth.

All Pepsi products sold on ENMSF grounds must be credited to the Fair. Vendors with Pepsi accounts outside of the Fair may not credit their business account with the product sold during the fair.

Selling of alcohol beverages is prohibited unless a "Beer Garden" is contracted by the Eastern New Mexico State Fair.

INSURANCE

Vendor must have liability insurance. Two options are available.

1. Vendor may provide the Eastern New Mexico State Fair with a certificate of liability insurance. Eastern New Mexico State Fair must be listed as a certificate holder **AND** additional insured. Vendors with display booths, food booths, or selling general merchandise must carry \$1,000,000 liability coverage. Vendors with rides, inflatable bouncers, or other physical activities must hold \$2,000,000 liability coverage. Certificates not listing ENMSF as ADDITIONAL INSURED are not valid. Insurance agents or Vendor may email certificates to the fair office at leslie.enmsf@yahoo.com

-----OR-----

2. Vendor may purchase liability insurance through the Eastern New Mexico State Fair at \$200. Please note this is liability insurance only. Loss or theft is not covered.

Vendors arriving to set up at fair without a valid insurance certificate MUST purchase insurance offered by ENMSF. After the start of fair, any vendor not in compliance with insurance requirements will forfeit their performance deposit. Insurance is for liability only. Theft and/or loss is not covered.

If being invoiced, insurance will be added. Once the vendor provides a valid insurance certificate, the insurance fee will be reversed.

INDEMNIFICATION

Exhibitor/Vendor shall indemnify, defend and hold harmless the Eastern New Mexico State Fair, Inc., including its officers, members, agents and employees, from any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings and causes of action of every kind and nature arising out of or in any way connected with Exhibitor's/Vendor's activities at the Eastern New Mexico State Fair. The Eastern New Mexico State Fair will not be responsible for any loss of goods or property by theft, fire,

rain, accident or force of nature.

CANCELLATION POLICY

Vendors must cancel prior to September 1 to receive a refund.

This contract does not allow subletting the booth. Booths are non-transferrable between Vendors.

. Eastern New Mexico State Fair may renumber or relocate Vendor booth, if necessary, without prior notice or approval by the Vendor. Refunds will not be granted due to location changes.

. Any vendor not in place by the start of opening day will forfeit all monies paid and space will be leased to new vendor.

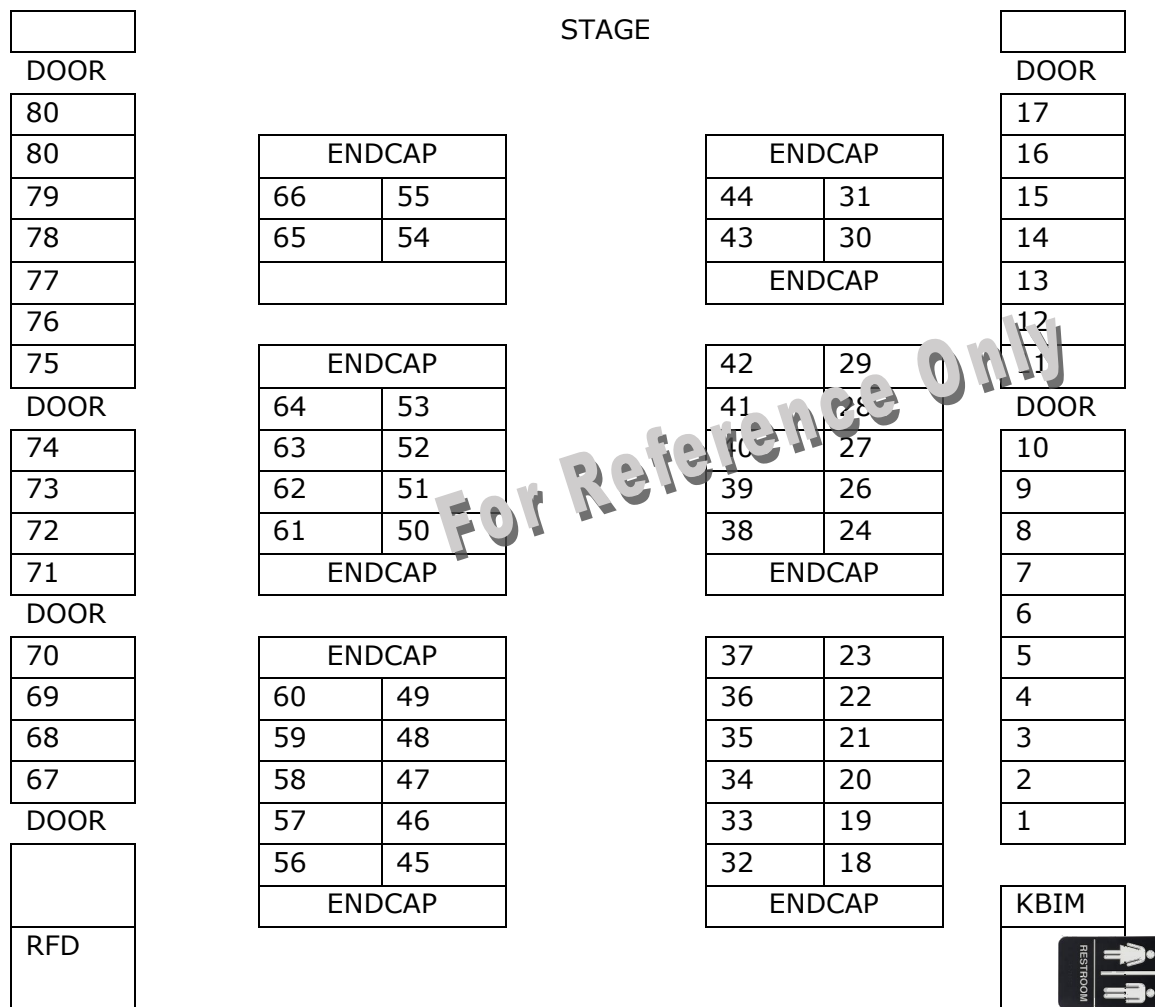
Payment Schedule

New vendors are on a first come, first serve basis.

ENMSF is not responsible for vendor missing deadlines due to mail service.

Payment	Due by
To qualify for 10% discount, paid in full by:	Close of 2022 fair, 10/9/22 12pm
Half booth fee to confirm participation:	1/1/23 After this date, unsecured booths will be placed on the waiting list and spaces will open to new vendors
Booth fee balance, Insurance Certificate or \$100 purchase fee, Performance Deposit:	9/1/23 All fees are non-refundable after this date.

The following map is for your reference. All spaces are 10x10 but are expandable in 10 foot increments.



Front Doors

KEEP FOR YOUR INFORMATION

2023 Fair Dates: October 2-7, 2023		Loc: CB
COMPLETE EVERY FIELD		
Vendor		
Contact	Phone	
Address		
City	State	Zip
Email	CRS Number	

Please check requested booth type

<input type="checkbox"/>	10'X10' Non-profit (limited availability)	\$250	<input type="checkbox"/>	10'x20'	\$700
<input type="checkbox"/>	10'x10'	\$350	<input type="checkbox"/>	10'x20' Single Corner	\$750
<input type="checkbox"/>	10'x10' Corner	\$400	<input type="checkbox"/>	10'x20' Endcap	\$800

Notes:
List all Products:

OFFICE USE ONLY

Booth Fee				
PAYMENT HISTORY				
Date	Type	Amount	Balance	By

Insurance of Liability certificate listing ENMSF as additional insured. **--OR--**
 \$200 LIABILITY insurance purchased through ENMSF. _____

\$200 Performance Deposit submitted. _____ Returned _____

Additional Fees

	Requested	Paid
Additional Manager Passes		
Additional Shift Passes		
RV Rental \$150		

Passes Received

Vendor contact information may be shared with agencies related to the operations of the fair. Examples of this include but are not limited to government agencies, other fairs and festivals, etc. My signature below signifies that I have read, understand, agree, and will comply with all policies and procedures of the Eastern New Mexico State Fair Contract, pages 1-6. This signature page must be returned with the vendor contract in order to participate in the Eastern New Mexico State Fair.

Business Name

Printed Name

Exhibitor/Vendor Signature

Date

THIS AGREEMENT TOGETHER WITH ANY ATTACHMENTS CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES AND MAY NOT BE ASSIGNED BY EXHIBITOR/VENDOR WITHOUT THE FAIR BOARD'S PRIOR WRITTEN CONSENT.

If not completed prior to the close of the 2022 fair; print, complete, scan, and email pages 5 and 6 to leslie.enmsf@yahoo.com. An invoice will follow based on your requirements. Your space is not reserved until this contract, the payment, and insurance is received.

