



**Eastern New Mexico State Fair**  
 P.O. Box 824, Roswell, New Mexico 88202-0824  
 Phone (575) 623-9411  
[www.enmsf.com](http://www.enmsf.com)  
[leslie.enmsf@yahoo.com](mailto:leslie.enmsf@yahoo.com)



**Grounds 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-Monday, Oct 2  
 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

Service or Supply trailers may not be on grounds at any time while the public is present.

All tarps, tents, and other protective equipment must be commercial grade and be aesthetically pleasing as a display. Tarps may only be used during inclement weather.

**TEAR DOWN:**

The gates will be open the week following fair. You may retrieve your booth any time after the close of fair on the 7<sup>th</sup>.

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

**HOURS**

Failure to maintain a functional booth the following hours will result in a performance deposit forfeiture.

Monday	12:00 pm-11:00 pm
Tuesday through Friday	4:00 pm-11:00 pm
Saturday	12:00 pm-11:00 pm

**EXHIBITOR/VENDOR PASSES**

**Passes must be pre-purchased for the 2023 year.**

For every 15 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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Grounds Vendors

Fair Dates

October 2-7, 2023

**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 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.

Please be gentle with your passes. They are designed to rip when removed from the vehicle. Replacement passes will not be issued without proof of destroyed pass.

**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.** Cords, tanks, and hoses must be covered by the vendor with commercial grade equipment as to provide safety and prevent tripping hazards.

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 weather can fluctuate greatly, 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. Please note tarps and tents must be commercial grade and professional looking. Tarps should not be used in public display space. While we strive to ensure vendor comfort and success, we offer no guarantees on the climate or the size of the crowds.

Propane inspectors will be on grounds Thursday, Friday, and Sunday prior to the opening of fair. Vendors are encouraged to get green tagged at this time to prevent a delay of service.

### **DISPLAY/SALES**

All signage, displays, pamphlets, and products must be family appropriate. Items depicting weapons, illicit 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; blue tarps are not acceptable. Service Vehicles are not allowed on the grounds beyond the parking lot. 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. A 10% discount will be given to vendors paying in full for the 2024 fair if it is done at the close of the 2023 fair.

### **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](mailto: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.

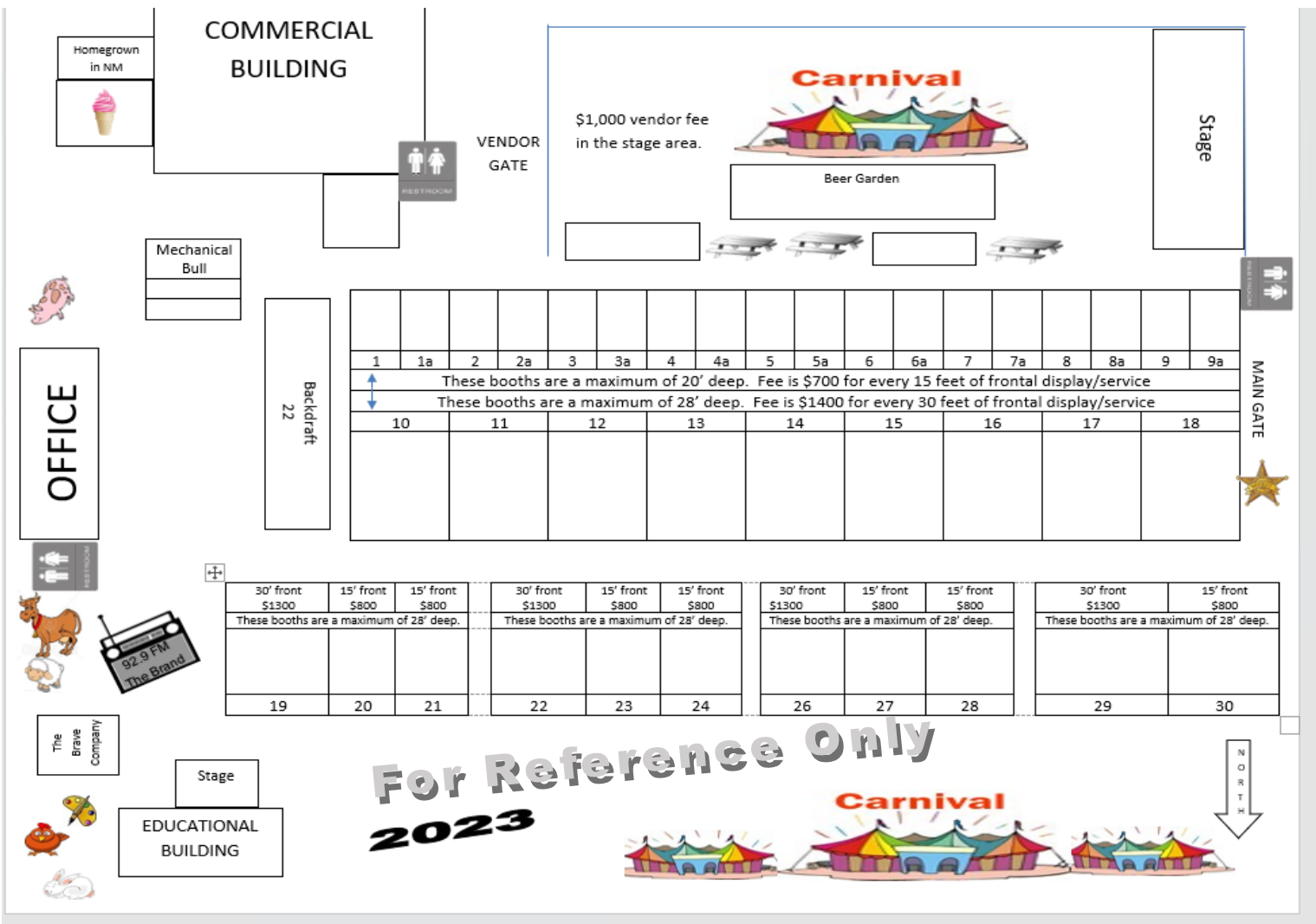
**Payment Schedule**

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 2023 fair, 10/8/22 12pm
Half booth fee to confirm participation:	6/1/24 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:	9/1/24 All fees are non-refundable after this date.

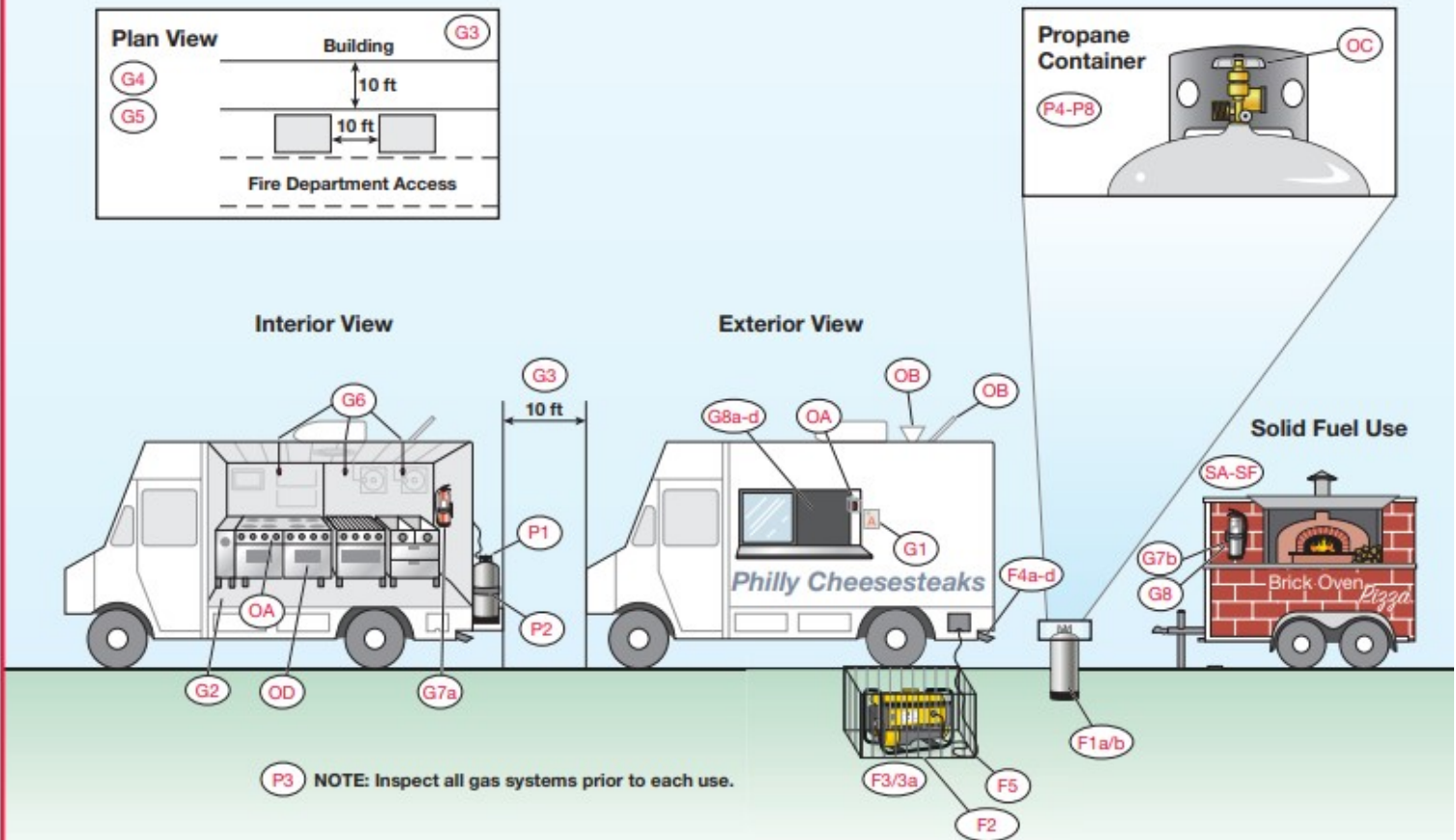
The following map is for your reference. Please ensure you request enough booth space to accommodate your entire set up to meet all EID, Fire, and other requirements.





For reference only. Vendors are responsible for knowing and adhering to all regulations. Request sufficient booth space to meet your needs.

# FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

## General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]: **G8**
  - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
  - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
  - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
  - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**

## Fuel & Power Sources Checklist

- ❑ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- ❑ Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- ❑ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- ❑ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- ❑ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ❑ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
  - ❑ At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
  - ❑ At least 12 ft from every means of egress [96:B.13] **F4b**
  - ❑ Directed away from all buildings [96:17.5.2.3(2)] **F4c**
  - ❑ Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- ❑ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

## Propane System Integrity Checklist

- ❑ Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- ❑ Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- ❑ Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- ❑ Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- ❑ Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- ❑ Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- ❑ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- ❑ Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

## Operational Safety Checklist

- ❑ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- ❑ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- ❑ Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- ❑ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

## Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- ❑ Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- ❑ Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- ❑ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- ❑ Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- ❑ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- ❑ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

### Learn More

- ▶ Get free digital access to NFPA codes and standards at: [nfpa.org/docinfo](https://www.nfpa.org/docinfo)
- ▶ Read the latest news and updates at: [nfpa.org/foodtrucksafety](https://www.nfpa.org/foodtrucksafety)
- ▶ Review the following and other NFPA resources at: [nfpa.org](https://www.nfpa.org)
  - NFPA 1, *Fire Code*, 2021 Edition
  - *NFPA 1 Fire Code Handbook*, 2021 Edition
  - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
  - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
  - *LP-Gas Code Handbook*, 2020 Edition
  - NFPA 70®, *National Electrical Code®*, 2020 Edition
  - *National Electrical Code® Handbook*, 2020 Edition
  - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
  - *NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition



KEEP PAGES 1-8 FOR YOUR INFORMATION



**Return to Fair Office**

**2023 Fair Dates: October 2-7, 2023**

**Loc:**

**COMPLETE EVERY FIELD**

Vendor			
Contact		Phone	
Address			
City	State	Zip	
Email	CRS Number		
Booth size requested (Frontal footage should be in 15 ft increments):			Booth number(s) requested:

<b>Notes:</b>
<b>List all Products:</b>

Booth Fee	<b>OFFICE USE ONLY</b>			
PAYMENT HISTORY				
Date	Type	Amount	Balance	By
<input type="checkbox"/> Insurance of Liability certificate listing ENMSF as <u>additional insured</u> . <b>--OR--</b> \$200 LIABILITY insurance purchased through ENMSF. _____				
<input type="checkbox"/> \$200 Performance Deposit submitted. _____ <input type="checkbox"/> Returned _____				

**Additional Needs:**

	Requested	Paid		Requested	Paid
Additional Manager Passes \$50 ea			110 Electricity \$150		
Additional Shift Passes \$6 ea			Water		
RV Rental \$150					
220 Electricity \$250					

**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, pages1-6.  
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](mailto: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.**

