

**Vendor / Booth Sign-Up Form**  
**Tularosa Duck Race ~ Saturday, July 29, 2023 11am – 5pm**

There will be a variety of free games for kids, a farm implement and machinery display area, live music, food vendors, arts and craft vendors, non-profit groups and of course a rubber duck race for all ages. This is the first year we are holding the event and we appreciate your participation.

Name/Business/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Number of Booths to Set Up \_\_\_\_\_ Description of Booth / Details (email if more space is needed)

\_\_\_\_\_

\_\_\_\_\_

NOTE: With my signature, I acknowledge that this form is an express agreement that I fully understand and will abide by all the rules and conditions set forth (see page 2 of this document for terms & conditions).

I have read and will comply with the terms, conditions, and all applicable laws. I hereby release, waive, and forever discharge the **Tularosa Arts and History Council, and The Tularosa Community Ditch Corporation** their boards, employees, members, supporters, partners, sponsors, volunteers, advertisers, the Village of Tularosa, and owners of the premises used to host the event from any and all liability (whether loss due to theft, damage, death, or property damage, whether caused by negligence of the said parties or otherwise while the undersigned and its designees are in the event area for any purpose, acts of God, or other). The **Tularosa Arts and History Council and the Tularosa Community Ditch Corporation** in no way guarantees any return, profit, or benefit from this event.

**By signing below, I am confirming that I understand that ALL Vendors are expected to operate for the entire event, NO EXCEPTIONS**

**Note:** There will be no displays, tables or booths related to politics of any kind at this event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*\*Please enclose the vendor fee with your registration form\*\** | Payment amount included \_\_\_\_\_

Please circle your booth/table/feature type.      Booth space is 12' x 12'      no electricity for booths provided

|   |        |
|---|--------|
| Regional Non-food Merchants   | \$25   |
| Food Vendors  | \$40   |
| Local non-profit booths (not selling items)   | \$FREE |
| Display / Demonstration booth/space<br>e.g., tractors, harvesting equipment, robotics, etc. | \$FREE |

Early Vendor set-up is Friday, 7/28 between 12:00 and 7:00 pm and Saturday, 7/29 between 5am and 10am at the St. Francis Church School grounds.

## TERMS & CONDITIONS

### **Completed form & Payment**

The full payment (CHECK ONLY) of any required vendor fees and this completed and signed form are required to reserve your space. Space is limited. *Sign up early to ensure your spot!* The form and the payment check should be received by **July 15, 2023**. Please mail or deliver them to: **TAHC, PO Box 334, Tularosa, NM 88352**. You may also submit the form by email at [jengruger@gmail.com](mailto:jengruger@gmail.com) and mail in the check or register online at [www.trytularosa.org](http://www.trytularosa.org). Forms and fees must be received by **July 15, 2023**.

### **Spaces**

Subletting or sharing of vendor space is strictly prohibited. Entirety of vendor's set-up, display, and working space must be within the space rented. If you need more than the 12'x12' space for your booth, you will be charged a prorated extra fee.

### **Food/Candy/Drinks**

**No food or drink items may be sold at this event unless you have registered with us as a food vendor** and have complied with all laws, licensing, insurance, permits, and health department regulations. No homemade food or homemade drinks may be given away or sold unless you have signed up as and have been approved as a food vendor.

### **\*\*\*IMPORTANT: Set-up/Hours of Operation/Teardown**

Location is at the St. Francis Church School grounds located at the corner of 2<sup>nd</sup> and Encino streets in Tularosa, New Mexico.

**The event is July 29th from 11:00 am to 5:00 pm.** Early Vendor set-up is Friday, 7/28 between 12:00 and 7:00 pm and Saturday, 7/29 between 5am and 10am at the St. Francis Church School grounds. The streets will be closed off at 10am on Saturday morning July 29. Tear down must be completed by 8:00 pm Saturday July 29. **ALL Vendors are expected to operate for the entire event, NO EXCEPTIONS! If you leave early, you will not be considered for future events.** Electricity access is limited and what we can provide will be reserved for the children's games and the bandstand.

### **Insurance and hold harmless**

All vendors and exhibitors must have their own liability insurance. Vendor is solely responsible for all dealings and actions, and holds the **Tularosa Arts and History Council and The Tularosa Community Ditch Corporation**, their boards, employees, members, supporters, partners, sponsors, volunteers, advertisers, the Village of Tularosa, and owners of the premises used to host the event harmless from all claims.

### **Legal Compliance/Taxes**

Vendor agrees to comply with all laws, licensing, permits, and health department regulations. Vendors are solely responsible for payment of all state and local sales tax as a result of any sales made during this event.

### **Product Restrictions**

The sale of any items bearing the name "**Tularosa Arts and History Council**" or any other variations related to this event are strictly prohibited unless sold by the **Tularosa Arts and History Council**. The sale of any items bearing the name "**Tularosa Community Ditch Corporation**" or any other variations related to this event are strictly prohibited unless sold by the **Tularosa Community Ditch Corporation**.

### **Questionable Products**

The **Tularosa Arts and History Council and the Tularosa Community Ditch Corporation** reserve the right to inspect, approve, reject or otherwise control the display, promotion or sale of products or services at its sole discretion. Illegal drugs and drug paraphernalia, toy or real weapons, fireworks, flea market or garage sale items, stink products, merchandise of a racial nature, obscenities or products of an offensive nature of any kind will not be permitted. Any objectionable items must be removed from the booth by the vendor or may be removed by the **Tularosa Arts and History Council and the Tularosa Community Ditch Corporation**.

### **Termination of Agreement**

**Tularosa Arts and History Council and the Tularosa Community Ditch Corporation** reserve the right to terminate this agreement at any time without prior notice if the terms of the agreement are not met or any policies are violated. Specific policies are: Conduct and activities specifically not allowed: lewd behavior or the encouraging of lewd behavior, foul or offensive language, nudity, consuming of alcoholic beverages, drug use, intoxication or other illegal activities, violation of terms of this contract, laws or ordinances, fire department regulation or codes, or health department regulations.

**For more information about this event & Tularosa Arts and History Council, please visit:**

**Our Facebook:** [Tularosa Arts and History Council](#) ~ **Website:** [www.trytularosa.org](http://www.trytularosa.org)

**Email Us:** [tularosaartsandhistory@gmail.com](mailto:tularosaartsandhistory@gmail.com) **Write us:** TAHC, PO Box 334, Tularosa, NM 88352

**Call:** Michael Gruger – (505) 350-4531