

**Vendor / Booth Sign-Up Form**  
**Tularosa Duck Races ~ Saturday, May 3, 2025 12pm – 4pm**

There will be a variety of free games for kids, music, food vendors, arts and craft vendors, non-profit groups and of course a rubber duck race for all ages. This is the 3rd year we are hosting this popular local 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**, 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** 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 or voting of any kind at this event. There will be NO ALCOHOL of any kind allowed at this event. Anyone possessing, consuming or under the influence of alcohol will be asked to leave the event and will not be allowed to participate in any future TAHC events.

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

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

**Please check your booth/table/feature type.**     **Booth space is 12' x 12' (non food merchants)**

\_\_\_\_ **Regional Non-food Merchants \$25**    \_\_\_\_ **Electricity needed \$5** (Spaces with electricity are limited.)  
Must provide canopy, anchor weights, tables, chairs, etc.

\_\_\_\_ **Food Vendors including packaged foods \$50**  
Must provide generator, canopy, anchor weights, tables, chairs, etc.

\_\_\_\_ **Local non-profit booths FREE**  
Must provide canopy, anchor weights, tables chairs, etc. and are subject to approval.

\_\_\_\_ **Display / Demonstration booth/space FREE** e.g., tractors, harvesting equipment, robotics, etc.  
Must provide canopy, anchor weights, tables, chairs, etc. Must not sell items and subject to approval.

**Vendor set-up is Saturday morning May 3, 2025, beginning at 7am – 11am. Event begins at 12pm.**  
**Contact Michael at (505) 350-4531 for details.**

## TERMS & CONDITIONS

### **Completed form & payment**

The full payment 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 **April 25, 2025**. Please mail or deliver them to: **TAHC, PO Box 334, Tularosa, NM 88352**. You may also submit the form by email to [jengruger@gmail.com](mailto:jengruger@gmail.com) and mail in the check. **Forms and fees must be received by April 25, 2025. Space is limited.**

### **Spaces**

A space will be assigned to you. Moving 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. **This is an outdoor street event with canopies to be set up on Encino Street. Vendors must provide their own means of weighted anchors in case of inclement weather. Please anticipate and prepare accordingly.**

### **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 with all necessary requirements.

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

Location is near the intersection of 2<sup>nd</sup> Street and Encino streets in Tularosa, New Mexico. **The event is Saturday May 3, 2025 from 12:00 pm to 4:00 pm.** The vendor set-up is Saturday May 3, between 7am and 11am. The streets will be closed off at 11am. Tear down must be completed by 7:00 pm on Saturday May 3. **ALL Vendors are expected to operate for the entire event, NO EXCEPTIONS! If you leave early, refunds will not be issued, and you will not be considered for future events.** Electricity access is limited.

### **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**, their board, employees, members, supporters, partners, sponsors, volunteers, advertisers, the Village of Tularosa, The Tularosa Ditch Corporation, 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 The Tularosa Community Ditch Corporation or The Village of Tularosa or any other variations related to this event including logo, likeness, event name, likeness are strictly prohibited unless sold by the **Tularosa Arts and History Council**.

### **Questionable Products**

The **Tularosa Arts and History Council** 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**.

### **Termination of Agreement**

**Tularosa Arts and History Council** reserves 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 or offensive behavior, foul or offensive language, nudity, consuming or possession of alcoholic beverages, drug use, intoxication or other illegal activities, violation of terms of this contract, laws or ordinances, fire department regulations/codes, or health department regulations.

Facebook: [Tularosa Arts and History Council](#) ~ Website: [www.trytularosa.org](http://www.trytularosa.org)  
Email: [tularosaartsandhistory@gmail.com](mailto:tularosaartsandhistory@gmail.com) ~ Call: Michael Gruger – (505) 350-4531