

**Vendor / Booth Sign-Up Form**  
**Halloween on Granado Street 2023 ~ Saturday, October 28, 2023**

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) \_\_\_\_\_

**If you are not a food vendor, do you wish to hand out candy? Candy must be supplied by you and meet safety guidelines. Bring plenty!!! This applies to Trunk-or-Treat displays as well.**

\_\_\_\_\_ **Yes, I will be bringing candy and handing it out.**

\_\_\_\_\_ **No, I will not be bringing candy to pass out.**

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**, its board, 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 (including Trunk-or-Treat participants) are expected to operate for the entire event, from 5:00 to 9:00 pm. NO EXCEPTIONS! (At all.) I also understand that I need to supply my own battery-operated lighting for my booth or activity.**

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

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

**Please circle your booth/table/feature type**

\$20 **Regional Non-food Merchants**

Free **Local non-profit booths** (not selling items)

\$50 **Food Vendors**

Free **Trunk-or-treat** (not selling items)

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

**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 **October 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).

## 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 10'x10' space for your booth, you will be charged a prorated extra fee.

## Game Table

The games must be approved and meet our safety requirements. Please send us a detailed email describing the game table, its operations, its materials, and list all parties who would be running it. Prizes must also meet safety guidelines.

## 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. However, pre-packaged and unopened candy that has been sealed by a licensed food company and that meets health code safety standards may be given away at the event. Please indicate on page 1 if you wish to distribute candy.

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

Location is in the heart of Tularosa, New Mexico on Granado Street between 2<sup>nd</sup> Street and St Francis Blvd. Details for arrival, set up, tear down, operation, etc. will be communicated from the TAHC one week prior to the event.

**The event is October 28th from 5:00 to 9:00 pm.** Vendor set-up begins at 3 pm, the streets will be closed off at 3 pm. Tear down must be completed by 10:00 pm. **ALL Vendors (including Trunk-or-Treat participants) are expected to operate for the entire event, from 5:00 to 9:00 pm. NO EXCEPTIONS! (At all.)** Kids' game booths are expected to operate from 5:00 pm to 9:00 pm. All vendors & booths will need to supply their own tables, chairs, displays, battery lighting & tents, as necessary.

**SUPER IMPORTANT! BRING BATTERY OPERATED LIGHTS FOR YOUR BOOTH!** It will get dark for about 2 hours or so before we close-up and you want your guests to be able to see your stuff. 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**, its board, 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**.

## Questionable Products

The **Tularosa Arts and History Council** reserves 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 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:** [jengruger@gmail.com](mailto:jengruger@gmail.com) **Call:** Michael Gruger – (505) 350-4531

**Write us:** TAHC, PO Box 334, Tularosa, NM 88352