



UFO Festival Vendor Application Terms and Information

Prior to submitting your vendor application and request for permit, please contact Nikomi Bejarano at City of Roswell business office.

Phone number: 575-637-6208 Email: N.BEJARANO@ROSWELL-NM.GOV

City of Roswell & In Depth Events, INC is presenting the 25th annual “UFO Festival” celebrating the mystery around the UFO crash in 1947. The festival will be held Friday July 1-4th, 2021 in Historic Roswell, New Mexico. The event will feature a full weekend of events including Music, Entertainment and fun for the whole family.

Food trucks and food vendors who are selected will be required to pay a fee of \$100 for the first event and \$50 for every additional event you choose to participate in.

A site map will be sent prior to the event detailing parking information and booth assignment.

1. **Booth Reservation & Assignment:** In depth events will assign booths for vendors. Vendors cannot trade spaces, nor can they move to another location without approval from In Depth Events.
2. **Food trucks: We will provide lighting for night events. Vendors are responsible for bringing their own tables and chairs.** All equipment must be secured safely and be properly functioning. We have the right to ask that unsafe equipment be removed.
3. **Hours of Operation:** Booths must be open to the public, adequately staffed and maintained in complete form during the entire event.
4. **Set Up/Tear Down:** Vendors will not be permitted to drive into the event site to load vehicles until the streets are clear of pedestrians. Vendors must be completely setup 1 hour prior to the event start time.
5. **Electric Service:** Vendor agrees to purchase electrical service, if necessary, from Festival. There will be no electricity, generators, trailers, vans or other such mechanical devices. No other form of generator or electrical service other than that provided by the Festival is permitted. An electricity application is included with this agreement. If selected it will be invoiced with your booth fee.

It is your responsibility to supply all cables and extension cords of the proper type. If you are unsure of which gauge to use or have any other electrical connections besides a normal 15 amp Edison plug, PLEASE CALL (214) 755-6396 FOR ELECTRICAL

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QUESTIONS. Safe and adequate electrical service is the key to smooth booth operation at the Festival.

6. **Solicitation:** Vendors are prohibited from soliciting outside of their assigned booth space. Literature is prohibited from being placed anywhere on the grounds.
7. **Prohibited Items:** Items not allowed for sale or distribution include, but are not limited to: tobacco, drug or alcohol related items; sexually explicit or adult-themed material; any materials that advocate sexism, racism, violence, profanity or that are discriminatory, intolerant, or violent in content (at the discretion of City Staff).
8. **License, Permits and Sales Tax:** Vendor responsible for all appropriate licenses and permits for their operation. Required permits must be available during the event. Vendors are solely responsible for the payment of all required taxes to local, state, and federal authorities and shall keep such records of transactions as may be required by such authorities.
9. **Drugs/Smoking/Alcohol:** No smoking, alcohol or illegal drugs will be permitted on-site.
10. **Trash:** Vendor is responsible for keeping their booth clean, neat and orderly at all times. This includes hauling away any trash or garbage that is generated in or around the booth and sweeping up any product debris left on the ground. In an effort to minimize impact on Roswell's landfill please avoid the use of Styrofoam materials, with preference to decomposable or recyclable materials.
11. **Food/Beverages: Only approved concessionaires may sell ready-to-eat food or beverages.**
12. **Animals:** Animals are not allowed in vendor booths. Exceptions will be made for assistance animals.
13. **Exceptions:** Any exception(s) to these terms must have prior written approval by City Staff.
14. **Agreement Termination:** In Depth Events may terminate this agreement without notice and forthwith remove the vendor from the premises for selling unauthorized items, failure to sell from the assigned booth space, or breach of any part of this agreement, including without limitations, failure to timely pay the booth fee set forth herein. No refunds shall be given to vendors selected to participate in this event for any reason.
15. **Vendor as Independent Contractor:** The parties hereto stipulate and agree that, under this agreement, the vendor is not acting as an agent, employee, representative, partner, nor joint venturer of In Depth Events, INC, but shall at all times and for all purposes have the status of independent contractor. In depth Events, INC shall not control the manner or methods by which the vendor performs sales, except as expressly provided for herein.
16. **Storage:** There will be no storage allowed outside the booth space for any supplies, equipment or inventory.
17. **RAFFLES/PIERCING/TATTOOING:** We do not allow vendors to do raffles, piercing or tattooing of any kind are not permitted at the Festival.

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18. **Security:** Vendor is responsible for the security of their own property and equipment at all times. While limited security personnel will be on duty at all times during the weekend, no security personnel will be assigned specifically to Vendors. The Festival shall not be held responsible for loss, theft or damage to any property left on the Festival grounds at any time.
19. **Wastewater:** Please do not dispose of wastewater on festival grounds. Please make provisions immediately to mop up any standing water. Vendors observed dumping water in any unauthorized containers will be closed.
20. **Additional Vendor Requirements:** Based on vendor type, the Festival may require additional documentation, including, but not limited to: health licenses or permits, liability insurance, and/or proof of professional licenses issues by the State of New Mexico, certificates or permits issued by Chaves County, or the City of Roswell. Non-compliance will result in cancellation of this agreement, and all monies forfeited by vendor.
21. **Vendor Responsibility and Liability:** The vendor assumes the entire responsibility and liability for:
 - a. Losses, damages, and claims arising out of injury to his/her own personal property or party.
 - b. Damage to the vendor's displays, equipment, or other property.
 - c. The vendor agrees not to hold liable or responsible in any form the City of Roswell, its employees, event coordinators, guests, volunteers, and participants against any and all claims or expenses for such losses, arising out of the performance of this agreement.

These terms and information have been established to satisfy the diverse needs of our vendors and patrons. The City of Roswell reserves the right to change these terms at any time.

We respectfully request you share the event on your social media outlets if selected.

For questions or additional information call (214) 471-7519 or email Veronica@indepth.events

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UFO Festival Roswell, New Mexico July 1-4, 2021 Friday - Sunday	Important Numbers: Vendor Signup – pre-event (214) 471-7519 Vendor Services – Day of Show: (214) 471-7519 Electrical Questions Robert Chapman – 214-755-6396 Main Contact Email: veronica@indepth.events
Contact Name: _____ Vendor Phone: _____ Vendor Email: _____	
VENDOR AGREEMENT	
Booth Name: _____ Company Name: _____ Company Address: _____	Type of Booth: Food Arts Services NPO Product Ag Website Address: _____ Will you require: Water hookup? Yes No Ice? Yes No Electrical Hookup? Yes No
This signed agreement with all documentation must be returned by June 1, 2021.	
Document Checklist: Signed Vendor Agreement (this document) Choice of Venue Request	

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Please select which event you would like to be a part of:

Friday July 2, 2021- (Pick one)

- Opening Ceremonies/Abduction Parade** at Debremond Stadium - 4 PM-8 PM

Saturday 3, 2021 (Pick one)

- Food Truck Landing Zone** at DeBremond Stadium – 10 AM – 2 PM
- Main Event** at Wool Bowl Parking Lot - 5 PM-10 PM

Sunday July 4,2021-

- Arts and Craft Fair** at Spring River Zoo - 10 AM-4PM

Do you need electricity? There is a \$250 fee for electricity. It will include 2 dedicated 15-amp circuits.

- Yes
- No

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