



**2022 UFO FESTIVAL
Vendor Meeting Agenda
June 20, 2022 @ 3:00 PM
Roswell Convention and Civic Center**

- **Set-up:**
Thursday June 30, 2022 starting at 8:00 AM- Please follow vendor map placement.
- **Tear down:**
Sunday July 3rd, 2022 at 3PM
- **Event hours:**
Friday- July 1, 2022 1 PM-10 PM
Saturday- July 2, 2022 10 AM-10 PM
Sunday- July 3, 2022 10 AM-3 PM
- **Trash-** There will be trash containers at each location for trash. Please keep your area clean.
- **Power Cords-** If you are using a power source (generator/power inverter), your cords must be taped down or covered to prevent any falls if there is a walkway where your cords are running.
- **Staff Contact List-** Please see attached phone list

Specific for Food Vendors

- **Fire safety-** please see Roswell Fire Department Packet
- **Propane inspection-** Please see NMRLD Packet (propane inspection is \$15 cash or check on the day of inspection.)
- **Map Placement-** Please allow room for your fellow truckers to get in. There must be 10 ft. of space between each vendor per the Fire Marshal. You will be required to stay within your marked area.