



ROSWELL, NEW MEXICO

2023 UFO FESTIVAL VENDOR APPLICATION

CONTACT INFORMATION:

Company Name: _____
 Mailing Address: _____
 City, State, Zip: _____
 Company Website or Facebook: _____
 Name of Primary Contact: _____
 Contact's Phone (REQUIRED): _____ Email: _____
 "Day-of Event" Contact Name: _____ Cell: _____
 Truck or Trailer Length: _____ Width: _____ Total area of setup: _____
 Non-Food Booth Space: 10 x 10 - \$150 Food/Concession Space - \$300
 Preferred Location: Roswell Convention Center Pioneer Plaza

ALL APPLICANTS PLEASE READ AND COMPLETE:

The vendor in this application agrees to be a vendor at the 2023 UFO Festival in Roswell, NM. I hereby affirm to have read all instructions and information included in this application and forever discharge and hold harmless the UFO Festival, City of Roswell and all other Festival partners from all manner of actions, suits, damages, claims and demands whatsoever from any loss or damage to property of the undersigned while in possession or supervision of the Festival, its agents, representatives or employees. I understand all the information, agree to sell only the items approved by the UFO Festival and agree to comply with all Festival rules, directions and requirements provided by Festival organizers.

I understand that:

- The UFO Festival is a rain-or-shine event and that all fees are non-refundable.
- Full payment is required with registration form to reserve my space.
- Failure to follow the rules and regulations of this event can result in my booth being closed on the discretion of UFO Festival organizers.
- All fees have to be paid and any required certificates of insurance must be submitted before I will be approved as a UFO Festival vendor.

Print Name: _____ Date: _____

Signature: _____

Please submit application to: **City of Roswell, Public Affairs**
Drop off: 425 N Richardson Roswell, NM 88201
Mail to: PO Box 1838 Roswell, NM 88202-1838
Phone: 575-624-6700 Email: UFOFESTIVAL@ROSWELL-NM.GOV

Office Use Only:	
Paid \$ _____	Date: _____ Booth Location Number: _____
<input type="checkbox"/> City of Roswell Business License	<input type="checkbox"/> NM Food Permit, if applicable
<input type="checkbox"/> Certificate of Liability Insurance	<input type="checkbox"/> Propane Inspection <input type="checkbox"/> Fire Marshal Inspection

UFO FESTIVAL

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PRODUCTS TO BE SOLD *(If food vendor, please submit a menu instead.)*

Please list all items which you will be selling during the event including a brief description and picture of the display booth. Your space will be assigned on the basis of this list and the picture(s) enclosed. Once you are accepted as an official vendor, you may only display or sell the items you have listed and no additional items will be allowed without the official approval from the UFO FESTIVAL event staff. You may add an attachment describing your items if applicable. UFO/Alien/Space/Roswell themed products are highly recommended.

Item 1: _____ Cost: _____

Description: _____

Item 2: _____ Cost: _____

Description: _____

Item 3: _____ Cost: _____

Description: _____

Item 4: _____ Cost: _____

Description: _____

Item 5: _____ Cost: _____

Description: _____

Item 6: _____ Cost: _____

Description: _____

Item 7: _____ Cost: _____

Description: _____

Contact: TJ Conyers | UFOfestival@roswell-nm.gov | 575.637.6274