

VENDOR NOTICE

(PLEASE READ BEFORE SUBMITTING YOUR APPLICATION)

CLEANING DEPOSIT

Each vendor is required to submit the cleaning deposit of \$25.00 – **no exceptions**. If the cleaning deposit is not sent with the booth fee, the space will not be reserved.

TRASH BINS

The Town of Mesilla specifically rents big trash bins for trash accumulated at the fiesta. The trash bins are located on Calle de Santiago (same street as the church) in the parking lot across from the Mesilla Community Center. **Do not use other dumpsters or trash receptacles that belong to businesses and homes near the plaza.** We had several complaints from businesses after the last fiesta. At the end of the fiesta each day, vendors are responsible for properly disposing of their trash. If you are not sure exactly where the big trash bins are located, please ask Special Events Coordinator Kristie Medina, and she will show you where they are located. If you are disposing of boxes in the trash can provided for your booth space during the fiesta, the boxes must be broken down and must fit **IN** the trash can.

BOOTH SPACE

As stated on the enclosed vendor application, the booth space dimensions are **15 feet-by-10 feet**. This means: **15 feet in length along the plaza sidewalk** and **10 feet deep going into the street**. Many vendors at recent fiestas have not abided by the dimension limit. **THE MARSHAL'S AND FIRE DEPARTMENTS HAVE MADE IT CLEAR THAT THE EMERGENCY VEHICLE LANE MUST REMAIN OPEN.** The depth of your booth cannot exceed 10 feet. Most of the booths were measured during last year's Diez y Seis de Septiembre Fiesta, so we have taken note of those exceeding the limit. The 15-foot dimension includes the tongue of a trailer and any door that needs to be open. As stated on the vendor application, there **IS** an option of purchasing up to 3 extra feet in length (adding to the 15 feet). For anything beyond 3 extra feet, 2 booth spaces must be purchased. ***PLEASE NOTE*** – There is **NOT** an option to purchase extra space in depth (beyond the 10 feet), because the fire lane **MUST** remain open.

Questions?

Contact Special Events Coordinator Kristie Medina at kmedina_tom@comcast.net or (575) 524-3262 ext. 116.

Town of Mesilla, New Mexico

P.O. Box 10, Mesilla, NM 88046

Phone (575) 524-3262 * Fax (575) 541-6327

March 11, 2008

Dear Vendors:

The deadline to submit an application for the Cinco de Mayo Fiesta in Mesilla, N.M. is Monday, April 14.

The fiesta will be held on the plaza Saturday, May 3 from noon to midnight and Sunday, May 4 from noon to 7 p.m. **PLEASE NOTE: SET-UP will be Saturday morning.** You will receive your set-up time in your vendor confirmation letter, if accepted.

All vendors must obtain a business registration for the Town of Mesilla (registration form enclosed). Once purchased, business registrations will be valid from March 15, 2008 through March 14, 2009.

REMINDER: If you are selling food, and/or beverages, you must obtain a permit from the Environment Department.

Please call me at (575) 524-3262, ext. 116 if you have any questions.

Sincerely,

Kristie Medina
Special Events Coordinator

Town of Mesilla, New Mexico
P.O. Box 10, Mesilla, NM 88046
Phone (575) 524-3262 * Fax (575) 541-6327

VENDOR BOOTH APPLICATION

2008 Cinco de Mayo Fiesta * Saturday, May 3 (12 p.m.-12 a.m.) * Sunday, May 4 (12 p.m.-7 p.m.)

PLEASE NOTE: SET-UP is Saturday (6-11 a.m.)

Applicant's Business Name: _____

Name of Contact Person: _____

MAILING Address: _____

City, State, Zip: _____

Phone: _____

Email: _____ Fax () _____

New Mexico Tax Identification Number: _____

<u>BOOTH TYPE (please check box)</u>	<u>FEE</u>
<input type="checkbox"/> Beverage	\$250.00
<input type="checkbox"/> Food	\$400.00
<input type="checkbox"/> Food/Beverage	\$575.00
<input type="checkbox"/> Pre-packaged food	\$250.00
<input type="checkbox"/> Novelties	\$250.00
<input type="checkbox"/> Games	\$250.00
<input type="checkbox"/> Art or Crafts (handmade items)	\$150.00
<input type="checkbox"/> Information Table	\$150.00
Cleaning Deposit	\$25.00 (please include separate check for cleaning deposit)
* Business Registration	\$35.00

Type of booth (i.e., trailer, canopy with table, enclosed tent): _____

Description of items to be sold (If selling food, list ALL food items): _____

Mail completed application, signed agreement and fee to:
Kristie Medina, Town of Mesilla, P.O. Box 10, Mesilla, NM 88046
(Please make checks payable to Town of Mesilla)
- Deadline: 5 p.m. Monday, April 14 -

Note: Food and beverage vendors must obtain a food and beverage service permit from the State of New Mexico Environment Department at least **10 working days in advance:** 1170 N. Solano, Las Cruces, N.M. 88001; (575) 524-6300.

IMPORTANT: Vendor applicants must read and sign the Vendor Agreement on the back of this application.

* All vendors must possess a current business registration form (enclosed) for the Town of Mesilla. **Mesilla business registrations are valid from March 15, 2008 through March 14, 2009.**

CANCELLATIONS: Any booth renter canceling within 10 days of the event will forfeit rental fees paid, and the booth space will be rented without notification.

To be completed by Town of Mesilla:

Date Received: _____ Amount Received: \$ _____ Receipt #s: (Booth Fee) _____ (Business Reg.) _____
Booth Fee Check #: _____ Cleaning Deposit Check #: _____ Business Registration Check #: _____

Vendor Agreement

- The Town of Mesilla will rent a **15-foot-by-10-foot space (including tongue of trailer and including room to walk)** with no materials. Non-conforming booths may ONLY be granted with written permission in *advance* of the fiesta. Additional fees apply for spaces larger than 15 (wide) x 10 (deep). Fees are for rental space only. Vendors must provide any booth materials such as tables, chairs, heavy-duty extension cords, etc. Town staff will not be permitted to assist in the set-up or take-down of booths. Sandwich boards, other signs, sale items, racks and displays **MUST** be within the **15-foot-by-10-foot space (NOT on sidewalks)**.

▪ **Booth spaces** will be rented for the following types of booths for the designated fee:

- 1) * BEVERAGE SALES: \$250.00
- 2) * FOOD SALES: \$400.00
- 3) * FOOD AND BEVERAGE SALES: \$575.00
- 4) * PRE-PACKAGED FOOD SALES: \$250.00
- 5) NOVELTIES: \$250.00
- 6) GAMES: \$250.00
- 7) ART OR CRAFTS (handmade items) AND INFORMATION TABLE: \$150.00

* Food and beverage vendors must obtain a **food and beverage service permit** from the State of New Mexico Environment Department at least 10 working days in advance: 1170 N. Solano, Las Cruces, N.M. 88001; (575) 524-6300.

- A **cleaning deposit fee** of \$25 must be included with application and booth fee. This is refundable if booth space is clean at end of event on Sunday. (*Please include a separate check for cleaning deposit.*)

- If trailer or booth exceeds the 15x10 dimension, the following **additional space fees** apply:

- BEVERAGE BOOTH OR PRE-PACKAGED FOOD BOOTH: \$12.50 for each additional foot (*up to 3 ft)
- FOOD BOOTH: \$25.00 for each additional foot (*up to 3 ft)
- FOOD AND BEVERAGE BOOTH: \$37.50 for each additional foot (*up to 3 ft)
- NOVELTIES OR GAMES: \$12.50 for each additional foot (*up to 3 ft)
- ART OR CRAFTS: \$6.50 for each additional foot (*up to 3 ft)

***PLEASE NOTE:** Vendor booths needing more than 3 feet of extra space will be charged for two complete spaces.

Non-conforming booths may ONLY be granted with written permission in *advance* of the fiesta.

- **CANCELLATIONS:** Any booth renter canceling within 10 days of the event will forfeit rental fees paid, and the booth space will be rented without notification.

BOOTH RULES (PLEASE READ PLAZA VENDOR SAFETY CODES ATTACHED)

1. Food vendors are not permitted to sell beverages, and beverage vendors are not permitted to sell food unless the combined fee of \$575.00 is paid.

2. **Vendors are not permitted to sell silly string, poppers, water guns, water toys, hair spray, or other sprays.**

3. Vendors must sell only from their rented booth space.

4. Food and beverage vendors **MUST** display a food/drink purveyor's permit from the Environment Department.

5. Electrical hook-ups: A multiple outlet with circuit breaker provided by the vendor will be required for all food and beverage booths using more than one electrical appliance. Vendor must provide sufficient 20' or 30' heavy-duty extension cord. All electrical connections are subject to approval by the Town of Mesilla Fire Department. Duct tape should be used to secure cords to ground. **PLEASE NOTE: ALL** cords **MUST** be taped to the ground, and must **NOT** be strung through trees or taped to light posts. Securing cords to flag poles is absolutely prohibited. Small generators are recommended to avoid electrical overloads during music performances from 8 p.m. to midnight Saturday, and from 4 to 7 p.m. Sunday.

6. Microphones, loud speakers or other amplifying public address devices are not permitted.

7. Food vendors are required to have a fire extinguisher (with an ABC rating) in the booth. Food vendors using animal fats or vegetable oil are required to have a Class K fire extinguisher. (SEE PLAZA VENDOR SAFETY CODES ATTACHED)

8. Booths must be set up and ready for business by start of fiesta on Saturday and Sunday and must be manned at all times until closing time. Close of business Saturday is midnight. Close of business Sunday is 7 p.m. Vendor booths must be closed no later than the hours specified.

9. Nails and structural changes are prohibited.

10. The street behind vendor booths must remain open at all times to accommodate safety vehicles.

11. There is no vendor parking on the plaza. Vendors may park in the Calle de Medanos Street parking lot.

12. **NO** pets, **NO** alcohol and **NO** smoking are allowed on plaza. Vendors found with alcohol on the plaza will be asked to shut their booth down, will be asked to leave the plaza and may be issued a citation.

NOTE: The Town of Mesilla will not be held responsible for theft or damage to booth materials, items for sale, or items not owned by the Town. Any property left unattended is left at your own risk.

ACKNOWLEDGEMENT: The vendor/participant whose name appears below agrees to abide by all terms stated in this vendor agreement, application, booth rules and Mesilla Fire Department Plaza Vendor Safety Codes in accordance with the requirements of the State of New Mexico Environment Department. **HOLD HARMLESS AGREEMENT:** I assume all risks and hazards incidental to the conduct of the fiesta activities. I do further hereby release, indemnify and hold harmless the Town of Mesilla, the Supervisors and the Employees in case of injury.

Signature

Printed Name

Date

MESILLA FIRE DEPARTMENT
Plaza Vendor Safety Codes
From the 2003 International Fire Code (IFC)

SECTION 2404
TEMPORARY AND PERMANENT TENTS,
CANOPIES AND MEMBRANE STRUCTURES

2404.1 General. All tents, canopies and membrane structures, both temporary and permanent, shall be in accordance with this section. Permanent tents, canopies and membrane structures shall also comply with the International Building Code.

2404.2 Flame-resistant treatment. Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory, certifying that the tents, canopies and membrane structures and their appurtenances, sidewalls, drops and tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner and meet the requirements for flame resistance as determined in accordance with NFPA 701, and that such flame resistance is effective for the period specified by the permit.

2404.3 Label. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

2404.4 Certification. An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric:

1. Names and address of the owners of the tent, canopy or air-supported structure.
2. Date the fabric was last treated with flame-resistant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

2404.13 Fire protection equipment. Fire hose lines, water supplies and other auxiliary fire equipment shall be maintained at the site in such numbers and sizes as required by the fire code official.

*Therefore all vendors operating cooking equipment shall have a minimum of one (1) class K fire extinguisher. All vendors not operating cooking/heating equipment shall have at a minimum one(1) #20 ABC fire extinguisher as per Section 906 2003 IFC.
Kevin Hoban, Chief, Mesilla Fire Department.*

2404.15 Heating and cooking equipment. Heating and cooking equipment shall be in accordance with this section.

2404.15.1 Installation. Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the International Mechanical Code and the International Fuel Gas Code, and shall be approved by the fire code official.

MESILLA FIRE DEPARTMENT
Plaza Vendor Safety Codes
From the 2003 International Fire Code (IFC)

2404.15.2 Venting. Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the International Fuel Gas Code and the International Mechanical Code. Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent, canopy or membrane structure shall be not less than 12 inches (305 mm) from the flue or vent.

2404.15.3 Location. Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.

2404.15.4 Operations. Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.

2404.15.5 Cooking tents. Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet (6096 mm).

2404.15.6 Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) from a tent, canopy or membrane structure.

2404.15.7 Electrical heating and cooking equipment.

Electrical cooking and heating equipment shall comply with the ICC *Electrical Code*.

2404.16 LP-gas. The storage, handling and use of LP-gas and LP-gas equipment shall be in accordance with this section.

2404.16.1 General. LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with Chapter 38 and with the *International Fuel Gas Code*.

2404.16.2 Location of containers. LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent, canopy or membrane structure.

2404.16.2.1 Containers 500 gallons or less. Portable LP-gas containers with a capacity of 500 gallons (1893 L) or less shall have a minimum separation between the container and structure not less than 10 feet (3048 mm).

2404.16.3 Protection and security. Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, canopy or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

Temporary Wiring. *All wiring provided or used by the vendor shall be of a sufficient rating for its intended use. Common household extension cords shall not be used. When an extension cord is used only one device shall be plugged into the cord. Multi-plug adaptors are not approved. Surge protection devices shall be used when multi-plug extensions are needed.* Kevin Hoban, Chief, Mesilla Fire Department.

All coded references are from the 2003 International Fire Code (IFC). All italicized entries are from the Office of the Fire Chief, Mesilla Fire Department.



Town of Mesilla, New Mexico, P.O. Box 10, Mesilla, NM 88046
Phone (575) 524-3262; Fax (575) 541-6327

BUSINESS REGISTRATION APPLICATION FOR MESILLA PLAZA FIESTAS

This business registration is valid from March 15, 2008 through March 14, 2009. Pending approval by the individual fiesta organizer, it may be used for **FIESTAS** on the Mesilla Plaza. Businesses must submit the \$35.00 business registration fee prior to engaging in business.

PLEASE PRINT

Today's Date: _____

NAME OF APPLICANT: _____

Mailing Address: _____

Phone #: _____

Email Address: _____

NAME OF BUSINESS: _____

Business Mailing Address: _____

Physical Location of Business: _____

Business Phone #: _____

*Type of Business (What products and/or services do you sell?): _____

CURRENT NEW MEXICO CRS TAX ID NUMBER: _____

PLEASE NOTE: The location code for reporting gross receipts taxes earned in the Town of Mesilla is 07-303 and the current tax rate is 7.375%.

*Food and beverage vendors must obtain a food and beverage service permit from the State of New Mexico Environment Department at least 10 working days in advance: 1170 N. Solano, Las Cruces, N.M. 88001; 575-524-6300.

Applicant hereby states under oath that all statements and representations made in this application are true and valid.

Signature

Date:

Printed Name

Title

FIESTAS (Check all that apply):

Border Book Festival: _____

Cinco de Mayo: _____

Diez y Seis de Septiembre: _____

Dia de Los Muertos: _____

For the Love of Art: _____

Other(s): _____

For questions about the business registration, please contact Town of Mesilla Community Development Director Nick Eckert at (575) 524-3262, ext. 104 or nickeckert@comcast.net.

FOR OFFICE USE ONLY

Fee Submitted: _____

Receipt Number: _____

Date of Payment: _____

Staff Initials: _____