



HERITAGEFEST 2017 Rules and Regulations

Fees are non-refundable and payment must be received before October 15.

Mail: Carlsbad MainStreet, PO Box 302, Carlsbad, NM 88221 or 102 S. Canyon St., Carlsbad, NM 88220; Fax (575) 628-3778; E-mail: carlsbadmainstreet@gmail.com

The Carlsbad MainStreet Project was formed in 1996. We are a non-profit organization working to bring stronger economic vitality to downtown by providing resources that make the overall downtown look more attractive and by encouraging more businesses to become a part of our downtown. One of our goals is to make downtown Carlsbad a place where families come to eat, be entertained and create a lifetime of memories. We want to provide activities that will engage families, community members and tourists to come together for a more cohesive connection for our town.

MAINSTREET HERITAGEFEST will be held on October 18, 2017 from 5:00 PM – 9:00 PM.

Adherence to State and Local Laws

1. The vendor shall observe all provisions and requirements of federal, state, county and municipal laws.
2. All vendors shall comply with applicable county or city regulations for use of county or city grounds.
3. If any produce sold by weight is not weighed on a calibrated scale, a sign must be posted at the applicable booth explaining that weights are approximate values.
4. ALL vendors will obtain and post in clear view an annual city business registration to operate. Vendors are responsible for reporting their own taxable income.
5. Vendors selling cooked or prepared foods or beverages will follow all New Mexico Environmental Department (NMED) guidelines.

General Vendor Rules

6. All vendors must anonymously report their earnings to the MainStreet representative on the provided card. The representative records the total sales of the event day. Confidentiality and anonymity of each separate vendor is maintained. Total sales of the event day are summed at the end of event. This number is used to promote the event, to leverage for grants or sponsorships and to show that the event economically enhanced the community. Specific vendor totals are never known or shared.
7. All vendors will practice truth in representation.
8. Vendors shall complete an application form and submit it to the HeritageFest Committee members or MainStreet staff. The HeritageFest Committee reserves the right to approve or deny any application. Any applicable licenses, registrations, and/or permits must be brought with the vendor(s) on the day of the event and posted in clear view.
9. The HeritageFest Committee reserves the right to allow a certain number of non-profit organizations to set up booths to provide public information. Proselytizing will not be allowed.
10. Please show courtesy to one another. If there is a conflict, please get the on-site manager to mediate the situation.

Set up and clean up



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11. Please park to unload your vehicle in an area that will not block others from coming in. Once you have unloaded your vehicle, please move it out of the vendor corridor.
12. Please have your booth set up and ready to sell at 5:00.
13. Each vendor will provide a convenient and adequate refuse container and remove it, and its contents, at the close of their booth.
14. No vendors shall bring animals to the event site, unless they are approved service dogs.
15. All vendors shall wear clean outer garments and shall keep their hands clean at all times. Vendors shall not use tobacco products within 25 feet of any display during the HeritageFest.
16. All vendors' equipment and products shall be removed from the event site at the closing of their booth. The vendor will make every effort to remove refuse from the event site at the completion of the day, including litter left by consumers.
17. Vendor booths should be set up in the designated space assigned by the HeritageFest committee.
18. Vendors must provide their own 10X10 canopy, and will be charge additional fee for a larger canopy.

Days and Hours of Operation

19. Opening of the Arts and Crafts Vendor portion of HeritageFest will begin at 5:00 p.m. and close at 9:00 p.m.
20. Opening of the Food portion of HeritageFest will begin at 5:00 p.m. and end at 8:00 p.m.

Cost

21. The HeritageFest Committee will determine vendor costs prior to the beginning of each event. Vendor costs are written on the application form.

Restrooms

22. Customers and vendors will be directed to available restroom facilities.

Compliance with HeritageFest Rules and Regulations

23. All vendors are provided with a copy of the HeritageFest rules and regulations.
24. All vendors must comply with the HeritageFest rules and regulations. The HeritageFest Committee reserves the right to restrict the participation of any vendor. Any vendor that does not comply with the rules and regulations may be asked to leave and future participation may be restricted.
25. Vendors must agree, in writing, not to hold the MainStreet organization, The HeritageFest event, the City of Carlsbad, Eddy County, or Carlsbad Schools responsible for any damages arising out of the sale of their products or from their presence at the event site.

Liability Insurance

26. MainStreet will carry adequate liability insurance for accidents occurring due to the HeritageFest event.
27. Vendors are encouraged, but not required, to have their own liability insurance to cover any accidents that occur within their booth and are not covered by the overall event insurance. Vendors are required to keep their booth as accident free as possible by taping down any cords, providing clear walking area into their booth, etc.