



CAVERN FEST 2018 Rules and Regulations

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 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 CAVERN FEST** will be held on June 9, 2018. The city will be partnering with Carlsbad MainStreet for this “free to the public” event that will bring thousands of people to our downtown. Any funds collected will be a fundraiser for Carlsbad MainStreet.

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 will 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 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 CavernFest Committee members or MainStreet staff. The CavernFest 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 CavernFest Committee reserves the right to allow any 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

11. Please park to unload your vehicle in area that will not block others from coming in. Once you have unloaded your vehicle, please move it out of the vendor corridor.



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12. Line up begins at 8:00 a.m.
13. Please be in your booth by 9:30 a.m. so that you are ready to sell at 10:00 a.m.
14. Each vendor will provide a convenient and adequate refuse container and remove it, and its contents, at the close of their booth.
15. No vendors shall bring animals to the market site, unless they are approved service dogs.
16. 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 CavernFest.
17. 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.
18. Vendor booths should be set up in the designated space assigned by the CavernFest committee.
19. Vendors must provide their own 10X10 canopy, and will be charged an additional vendor fee for a larger canopy.

Days and Hours of Operation

20. Opening of the Art/Craft Vendor portion of CavernFest will begin at 10:00 p.m. and close at 6:00 p.m.
21. Opening of the Food portion of CavernFest will begin at 10:00 a.m. and end after the concert (10:00 p.m.). **NO WATER WILL BE SOLD BY VENDORS, WATER WILL BE AVAILABLE AT THE MAINSTREET BOOTH AS A FUNDRAISER.**

Cost

22. The CavernFest Committee will determine vendor costs prior to the beginning of each annual season. Vendor costs are written on the application form (all fees are non-refundable).

Restrooms

23. Customers and vendors will be directed to available restroom facilities within a one-mile radius.

Compliance with CavernFest Rules and Regulations

24. All vendors are provided with a copy of the CavernFest rules and regulations.
25. All vendors must comply with the CavernFest rules and regulations. The CavernFest 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.
26. Vendors must agree, in writing, not to hold MainStreet organization, CavernFest event, the City of Carlsbad, or Eddy County responsible for any damages arising out of the sale of their products or from their presence at the event site.

Liability Insurance

27. MainStreet will carry adequate liability insurance for accidents occurring due to the CavernFest event.
28. 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.

Fees are non-refundable and payment must be received on or before May 7

Mail your Application with your full payment and required paperwork to: Carlsbad MainStreet, 102 S. Canyon St., Carlsbad, NM 88220 (application fee is nonrefundable) or call 628-3768 to schedule an appointment to drop them off.