

5th

Annual
EagleFest

Vendor Registration Form

Enchanted Eagle Park
Eagle Nest, New Mexico

August 19 and 20, 2023

Event Description

- Outdoor Festival in Enchanted Eagle Park in Eagle Nest, NM
- Saturday, August 19, 2023; 11 a.m. until 7 p.m.
- Sunday, August 20, 2023; 12 noon until 5:00 p.m.
- Free Admission to the public. All day entertainment

Festival Information and Requirements

- Booth Space Fees: 10x10 without electricity \$20, 10x10 with electricity \$30. Payment due with application. Application Deadline July 15, 2023.
- **Payment made to “Village of Eagle Nest – EagleFest”. Mail application to EagleFest Summer Event 2023, PO Box 34, Eagle Nest, NM 87718.**
- Booth space with electricity is limited and available on a first come – first served basis. Vendor must specify amps. Vendors must provide their own heavy-duty extension cords.
- All vendor location requests will be considered on a first come – first served basis and honored whenever possible.
- Vendor must provide own tent, tables, etc...
- Please provide a detailed description of your booth items on the form (attach an additional sheet if necessary) and, if possible, attach photos of sample items.
- Food Vendors: Due to logistics of food vendor set-up, you are asked to check in on Friday, August 18th by 4 p.m.
- Other Vendor Check-in: Located at Enchanted Eagle Park at 151 N Willow Creek Drive from 1:00 p.m. to 4:00 p.m. on Friday August 18, 2023 or from 7:00 to 9:00 a.m. on Saturday, August 19, 2023. Vendors requiring special times for check-in should contact the Chamber for special arrangements. All vendors who need to drive onto the park are requested to unload and promptly remove their vehicle. Extended stay on the park will not be allowed. Vendor parking will be available in the parking across the street east of the park. Please do not leave your vehicle in the customer parking spaces. Please furnish your license plate number upon check in.

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- This event will occur rain or shine! Participants are responsible for the design and construction of their booth and must be totally self-contained. Be prepared for wind/rain and or heat/cold. We require staked and weighted tent canopies for booths.
- Vendors are responsible for leaving the vendor area in the condition that it was originally received. ***All trash shall be removed by vendor to the dumpsters. Security is not provided. By submitting your application, you release the Eagle Nest Chamber of Commerce, Enchanted Gateway Museum and the Village of Eagle Nest from any liability resulting from loss of any and all property.***
- Booths are not to be closed prior to the closing of the festival at 5 p.m. on Sunday, August 20, 2023.
- All vendor fees are non-refundable.
- **A copy of your New Mexico Taxation and Revenue Department certificate MUST BE SUBMITTED with you application.** New Mexico Tax and Revenue Dept. 505-827-0700.
- **Food and beverage vendors must be in compliance with NM Environment Department regulations.** Contact 575-445-3621 or www.nmenv.state.nm.us. It shall be the responsibility of Alcoholic Beverage vendors to submit a completed, notarized Celebration Permit Application, along with a check payable to the Alcohol & Gaming Commission in the amount of \$10 per day, not later than July 15, 2023.

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Name _____ Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Email _____

Description of Product(s) to be sold. Photos attached: _____

\$20 - 10x10 Booth (no electricity)..... _____

\$30 – 10x10 Booth (with electricity)..... _____

\$10 – Second Booth (no electricity)..... _____

Event Policies

- ✓ Food/Beverage vendor permits are required for all food/beverage vendors. Contact the NM Environmental Department at 575-445-3621.
- ✓ All vendors must have a NM Tax ID#. A copy of the certificate must be submitted with this application to be considered. Contact NM Tax & Revenue Dept. at 505-841-6205 or www.state.nm.us/tax for certificate. Applications will not be accepted unless accompanied by valid tax certificate.

LIABILITY WAIVER: Vendor shall be responsible for payment of all sales/gross receipts taxes to the State of NM. The vendor assumes all liability & responsibility for theft, damages, etc. & by signing this document releases the Eagle Nest Chamber of Commerce, Enchanted Gateway Museum and the Village of Eagle Nest its employees & volunteers from any & all liability.

By signing this application, I agree to all the above stated Event Policies & Liability Waivers & Guidelines.

Applicant Signature: _____ Date: _____

Printed Name: _____ Company name: _____