



# LOS ALAMOS COUNTY SPECIAL EVENT VENDOR APPLICATION & PERMIT

*This application is for Use of County Facilities and shall be governed by the  
County's Use of Indoor and/or Outdoor Facilities Guidelines.*

**NON-PAYMENT OR INCOMPLETE FORMS WILL NOT BE APPROVED**

**Return completed form with fee and copy of liability insurance, if applicable.**

**NO REFUNDS UNLESS EVENT HAS BEEN CANCELED**

Office Use Only:

Date Received: \_\_\_\_\_

Approved By: \_\_\_\_\_

Denied By: \_\_\_\_\_

Copy of Insurance: \_\_\_\_\_

Copy of Special  
Dispenser's Permit: \_\_\_\_\_

All Vendors: \_\_\_\_\_

Name of Event Applying for: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Applying for: \_\_\_\_\_ 1-day \_\_\_\_\_ 2-day \_\_\_\_\_ 3-day Type of Vendor: \_\_\_\_\_ Booth \_\_\_\_\_ Vehicle/Trailer

Vendors registering for the Summer Concert Series are eligible to vend with no additional charge for Fair & Rodeo weekend but must fill out this portion of the form when submitting for the Concert Series or before the deadline noted below.

**FAIR & RODEO WEEKEND: All vendors must check the preferred days and location:**

\_\_\_\_\_ Friday & Saturday at Ashley Pond \_\_\_\_\_ Saturday & Sunday at Rodeo Grounds

**DEADLINE FOR FAIR & RODEO SUBMISSIONS: Friday, July 31 at 5:00pm**

Business/Organization Name: \_\_\_\_\_ LA County Resident \_\_\_\_\_ Non-Resident

Name of Applicant/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Day #: \_\_\_\_\_ Evening #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Will food be sold or served? \_\_\_\_\_ Yes \_\_\_\_\_ No What? \_\_\_\_\_

Non-food items? Describe: \_\_\_\_\_

Information only? Describe: \_\_\_\_\_

**Check vendor type and circle event days and fees requesting application for:**

SPECIAL EVENTS WITH VENDORS:		Fees/Event/Vendors (Fees for 10x10 space) Plus \$25/additional space or each extra inflatable game if required		
<input checked="" type="checkbox"/>	Type of Vendor	Per Vendor	Resident Fee	Non-Resident Fee & High-Risk Vendors
	No Sales - Promotion/Information Only	Per Event	\$15	\$25
	Sales – Vendors of Food, Non-Food &/or Artist/Artisans*	1 day event 2 day event 3 day event	\$50 \$75 \$100	\$75 \$100 \$125
	High Risk Vendors (i.e. Caterers, Inflatable Games, Petting Zoos, circus/carnivals) Fees for 1 <sup>st</sup> game + \$25/each extra game	1 day event 2 day event 3 day event	\$75 \$100 \$125	\$100 \$125 \$150
	2009 Outdoor Summer Concert Series: 15 concert dates to include all vendor sales with the exception of alcohol. Typically Friday nights from 7:00 to 10:00 pm, May – September.	15 concerts	\$200 payable in one lump sum. This fee includes all concerts on County property including Fair & Rodeo on the 2 <sup>nd</sup> weekend in August. Vendors can pay the one day fee per event in lieu of the Summer Concert Series fee. Check with the Recreation Division for the schedule.	

**Return completed form with fee and copy of liability insurance\* to:**

Los Alamos County Recreation Division - Vendor Application  
2760 Canyon Road, Los Alamos, New Mexico, 87544

Phone: (505) 662-8173 Fax: (505) 662-8034

E-mail: [lacrec@lacnm.us](mailto:lacrec@lacnm.us) Website: [www.losalamosnm.us](http://www.losalamosnm.us)

## **CALCULATE FEES & TOTAL DUE**

Vendor Fee \$ \_\_\_\_\_

Additional Space Fee \$ \_\_\_\_\_

Total Fees Due \$ \_\_\_\_\_

# LOS ALAMOS COUNTY SPONSORED SPECIAL EVENT RULES AND REGULATIONS

***Vendor, Sponsor/Organizer agrees to abide by all Event Rules and Regulations and all County Codes & Guidelines that pertain to any use of County property as follows:***

- **VENDORS/CATERERS AT COUNTY SPONSORED SPECIAL EVENTS:**
  - These vendors shall be required to complete and sign the vendor application, submit the required insurance documents, and pay the required vendor fees per Appendix I – Fees and Charges.
  - Before the issuance of a permit, caterers at County Sponsored Special Events shall be required to purchase the Los Alamos County Business Registration and pay applicable caterer fees.
- **VENDORS TYPES:**
  - **No Sales Vendors** – Any person, business, or organization that only promotes and markets (no sales) stocks or samples of goods, wares and merchandise or goods crafted primarily of manufactured materials and processes and/or made by someone other than the vendor, in the County for no sales.
  - **Sales Vendors** – Any person, business, or organization who offer to sell stocks or samples of goods, wares and merchandise or goods crafted primarily of manufactured materials and processes and/or made by someone other than the vendor.
  - **Food Vendors & Caterers** – Any person, business, or organizations who offer for sale, occasionally or temporarily, food products, or samples in the County. Requires a Food Service Permit from the State and a Food Services Establishment License in Los Alamos County.
  - **Artist/Artisan** – Any individual who displays or offers for sale his or her own hand-crafted products.
  - **High Risk Vendors** – such as but not limited to Caterers, Alcohol, Inflatable Game Vendors, Petting Zoo Vendors, Circus/Carnival vendors and shall be required to provide proof of General Liability insurance naming Los Alamos County as additional insured.
  - **Alcohol Vendors** are prohibited from County Sponsored Events - Per Administrative Guideline #1736 – it is the policy of Los Alamos County that the sale or service of alcohol will not be permitted at any event sponsored by the County.
- **ADDITIONAL RULES & REGULATIONS FOR ALL VENDORS:**
  - Vendor space is available for no more then three consecutive days with a five day break and no more then 90 days in a calendar year.
  - Vendors are accepted on a first come first serve basis, when all permits and insurance forms have been submitted and fees have been paid.
  - The organizing committee will attempt to place food booths in the best possible locations for the least amount of competition.
  - Participants will be grouped according to their electrical needs and type of activity (food, games, or arts and crafts.)
  - Spaces are approximately 10' x 10'; each additional space is \$25.00
  - Vendors must complete set-up / unloading by the time specified for each event.
  - Booths are expected to be open for entire duration of the event.
  - Vehicles may not park on Central Avenue if road has been closed, with the exception of approved food service vehicles/trailers.
  - NO vehicles are permitted on the grass - especially around Ashley Pond, Fuller Lodge, or at any County field/park unless specifically arranged for that event.
  - Vendors must provide their own tents unless provided by Los Alamos County during some special events.
  - EACH VENDOR IS RESPONSIBLE FOR PICKING UP AND DISPOSING OF THEIR TRASH.

## AGREEMENT TO PARTICIPATE & RELEASE OF LIABILITY

In consideration of the issuance by LOS ALAMOS COUNTY of this Event Permit, I hereby accept all risk of illness, injury or death that may result from my participation or the participation of my employees, agents or representatives and I hereby RELEASE the COUNTY, its governing body, officers, employees and representatives from any and all liability for any and all claims and causes of action for loss of or damage to property and for any and all illness or injury including death, that may result from or occur during the Event whether caused by negligence of the COUNTY, its governing body, officers, employees, or representatives, or otherwise, and hereby agree to INDEMNIFY and hold harmless COUNTY from and against any and all claims, liabilities, damages and costs and expenses that may arise as a result of my participation or the participation of my employees, agents or representatives in the Event for which this Permit is issued.

**THIS AGREEMENT TO PARTICIPATE AND RELEASE OF LIABILITY IS VOLUNTARY.**

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Manager's Signature

\_\_\_\_\_  
Date