



Eastern New Mexico State Fair
P.O. Box 824, Roswell, New Mexico 88202-0824
Phone (575) 623-9411
www.enmsf.com
leslie.enmsf@yahoo.com



Grounds Vendors
Fair Dates
September 30-October 5, 2024

Please note changes in fees, passes, and sanitation.

All vendors should contact the City of Roswell regarding business licenses. Food vendors should contact the Environmental Department and Fire Marshall regarding regulations several weeks prior to fair.

Please use this checklist to ensure your space is confirmed.

- ☐ **Pass policy has been explained to all employees or agents.**
(GATES ARE NOT FREE, PASSES BEYOND WHAT YOU RECEIVE WITH YOUR BOOTH MUST BE PURCHASED)
Review the difference between Manager and Shift passes! Submit shift list prior to Tuesday of the Fair!
- ☐ **Booth fee is paid**
- ☐ **Insurance certificate listing ENMSF as ADDITIONAL INSURED has been submitted OR purchased through ENMSF**
- ☐ **Performance deposit has been submitted**

Quick Reference

SET UP:

Friday, Sept 27-Monday, Sept 30
All vendors must be in place and ready to operate by 12pm opening day

ACCESS TO BOOTHS:

Vehicles are PROHIBITED beyond the parking lots during public or field trip hours.
All vehicles must be off grounds one hour prior to public and field trip hours.

Public Hours

Monday	12:00 pm-11:00 pm
Tuesday through Friday	4:00 pm-11:00 pm
Saturday	12:00 pm-11:00 pm

Field Trip Hours

Tuesday	8:00 am-1:00 pm
Wednesday	3:00 pm
Friday	8:00 am-1:00 pm

EXHIBITOR/VENDOR PASSES

For every 15 linear feet of booth space, vendors will receive:

2 Manager passes (Gate 1) and 12 Shift passes

(Gates 2, 3, or 4). Additional passes must be purchased.

Manager's Pass (limit of 3) \$50 ea.

Shift Pass \$6 ea.

*Parking included in all passes.

Failure to maintain a functional booth the following hours will result in a performance deposit forfeiture.

Monday	12:00 pm-12:00 am
Tuesday through Friday	4:00 pm-12:00 am
Saturday	12:00 pm-12:00 am

TEAR DOWN:

The gates will be open the week following fair.

You may retrieve your booth any time after the close of fair on the 5th.

ENMSF is not responsible for items left after the close of fair.

Policies are fully detailed in the following pages.

Print, complete, scan, and email pages 9 to leslie.enmsf@yahoo.com. An invoice will follow based on your requirements. Your space is not reserved until this contract, the payment, and insurance is received.

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Grounds Vendors

Fair Dates

September 30-October 5, 2024

Welcome to the Eastern New Mexico State Fair! Please read the information carefully.

PASS REQUIREMENTS:

There are no free gates.

Manager passes are applied to the vehicle and will allow the vendor to enter through gate 1. These are non-transferrable and are valid for the entire week. These should be distributed to the vendor most likely to be restocking the booth. Manager passes must be securely applied (no tape!) to the driver's side lower windshield to be valid. Passes not adhered to the window will be subject to forfeit and the vendor must pay full price for replacement.

Shift passes are valid for one admission. Shift passes are surrendered at the gate. They are valid at gates 2, 3, or 4. **Vendors should purchase enough as to accommodate their staff/volunteers throughout the week. Pass sales will cease upon opening of fair.** Passes are meant for employees and volunteers only and should not be purchased for public use.

The parking lot may be a long walk to your booth space. Please have a plan for moving your product (wagon, dolly, golf cart, etc.). Street vehicles are not allowed on the grounds during operating hours, including field trip times.

Shift passes arriving for the access hour prior to opening to the public should park in gate 2. A vendor walk-through gate at the southeast parking side of gate 2 will be available for that hour only.

Please share this information with all employees/volunteers within your agency. Passes may be picked up the week prior to fair.

On the carnival's Ride em Cowboy special, shift passes will not be accepted. The vendor must provide a shift worker list to the office 24 hours prior to opening to the public on this date. Only the shift workers on this list will be allowed to enter without admission.

Passes will not be issued until booth is paid in full, deposits are paid, and insurance is purchased or provided.



ACCOMMODATIONS

All vendors must provide their own tables, chairs, and extension cords. Cords, tanks, and hoses must be covered by the vendor with commercial grade equipment as to provide safety and prevent tripping hazards.

The Eastern New Mexico State Fair is proud to be one of the longest running fairs in the state. As such, our facilities are rustic. The grounds are gravel. The weather can fluctuate greatly, please prepare for extreme weather conditions. The buildings and grounds may leak or flood with inclement weather. Vendors are encouraged to use canopies or have tarps readily available. We are not responsible for damage or loss due to weather conditions. Please note tarps and tents must be commercial grade and professional looking. Tarps should not be used in public display space. While we strive to ensure vendor comfort and success, we offer no guarantees on the climate or the size of the crowds.

Propane inspectors will be on grounds Thursday, Friday, and Sunday prior to the opening of fair. Vendors are encouraged to get green tagged at this time to prevent a delay of service.

DISPLAY/SALES

All signage, displays, pamphlets, and products must be family appropriate. Items depicting weapons, illicit drugs, gangs, nudity, or other illicit behaviors or items are prohibited. Fireworks or popping items are not allowed. Religious and political displays must be non-offensive. Any questions in this regard will be presented to the Eastern New Mexico State Fair Board for resolution in its sole discretion. Any pamphlets or presentations must be distributed or occur within your Vendor space. Roaming or soliciting outside of contracted booth space is prohibited.

All supplies, boxes, stock, and extra materials must be fully enclosed and not visible to the public. Enclosures must be of appealing, quality material; blue tarps are not acceptable. Service Vehicles are not allowed on the grounds beyond the parking lot. ENMSF makes every effort to provide a secure location. Loss or theft is however at the Vendor's risk.

LICENSE/INSPECTION/SANITATION

ALL Vendors must obtain a business license from the City of Roswell to display at their booth. Booths and/or Vendors are subject to any license, permits, or inspections as required by any governing agency pertaining to their sales. Vendor should be aware EID, Fire Marshall, and other inspectors may inspect booths, trailers, and displays for compliance. It is the vendor's responsibility to know and follow all requirements. Refunds shall not be issued due to non-compliance.

VENDOR EXCLUSIVITY

The Eastern New Mexico State Fair strives to not only offer a unique and diverse fair experience to our patrons but will also make every effort to provide a successful venue to our vendors. In this regard we will always limit the number of vendors with similar products. While it is our intent to keep our vendors as exclusive as possible, we will not allow any vendor to have a monopoly on any product and absolute product rights will not be granted or enforced by the Eastern New Mexico State Fair. Vendors participating in the Eastern New Mexico State Fair can assist the fair staff in keeping like products to a minimum by specifically listing all products on the contract.

RVs

RV spaces may be available. Call ahead for current pricing and space reservations.

PERFORMANCE DEPOSIT

Exhibitors/Vendors must submit a \$200.00 PERFORMANCE DEPOSIT ON ALL SPACES, NO EXCEPTIONS! This deposit is submitted as a guarantee from the vendor to operate during all fair hours and to comply with all rules and regulations as outlined in the contract. The deposit will be returned upon completion of the fair providing the vendor is in compliance at all times. Failure to adhere to hours, pass procedures, or displaying or selling prohibited items may result in loss of performance deposit. Non-profit vendors, vendors affiliated with the fair or providing services for the fair are also subject to the performance deposit and must comply with all rules. Performance deposits from the previous year may be applied to the next year's booth fee. A new performance deposit must be submitted yearly. **The fair office will be open for at least an hour at the close of fair Saturday night.** Vendors may pick up cash or checks written for performance deposits at that time. The fair office will be open again between the hours of **10am and 12pm** on Sunday. After this date, the office will begin to operate by appointment. Performance deposits not picked up or applied to the following year will be mailed.

BEVERAGES

The Eastern New Mexico State Fair may have a beverage contract in place. This information will be conveyed to the vendor prior to the fair. Vendors must comply with the beverage policy in place at the time of fair. There will be a maximum of two beverage coolers at each booth.

Selling of alcohol beverages is prohibited unless a "Beer Garden" is contracted by the Eastern New Mexico State Fair.

There will be a maximum of two beverage coolers at each booth.

INSURANCE

Vendor must have liability insurance. Two options are available.

1. Vendor may provide the Eastern New Mexico State Fair with a certificate of liability insurance. Eastern New Mexico State Fair must be listed as a certificate holder **AND** additional insured. Vendors with display booths, food booths, or selling general merchandise must carry \$1,000,000 liability coverage. Vendors with rides, inflatable bouncers, or other physical activities must hold \$2,000,000 liability coverage. **Certificates not listing ENMSF as ADDITIONAL INSURED are not valid.** Insurance agents or Vendor may email certificates to the fair office at leslie.enmsf@yahoo.com

-----OR-----

2. Vendor may purchase liability insurance through the Eastern New Mexico State Fair at \$200. Please note this is liability insurance only. Loss or theft is not covered.

Vendors arriving to set up at fair without a valid insurance certificate MUST purchase insurance offered by ENMSF. After the start of fair, any vendor not in compliance with insurance requirements will forfeit their performance deposit. Insurance is for liability only. Theft and/or loss is not covered.

If being invoiced, insurance will be added. Once the vendor provides a valid insurance certificate, the insurance fee will be reversed.

INDEMNIFICATION

Exhibitor/Vendor shall indemnify, defend and hold harmless the Eastern New Mexico State Fair, Inc., including its officers, members, agents and employees, from any and all liability, claims, demands, expenses, fees, fines, penalties, suits, proceedings and causes of action of every kind and nature arising out of or in any way connected with Exhibitor's/Vendor's activities at the Eastern New Mexico State Fair. The Eastern New Mexico State Fair will not be responsible for any loss of goods or property by theft, fire, rain, accident or force of nature.

Any damage done to ENMSF facilities by the vendor or agents is the sole responsibility of the vendor.

CANCELLATION POLICY

Vendors must cancel prior to September 1 to receive a refund.

This contract does not allow subletting the booth. Booths are non-transferrable between

Vendors.

- Eastern New Mexico State Fair may renumber or relocate Vendor booth, if necessary, without prior notice or approval by the Vendor. Refunds will not be granted due to location changes.
- Any vendor not in place by the start of opening day will forfeit all monies paid and space will be leased to new vendor.
- Vendors participating in meal tickets will forfeit all credits upon cancellation.

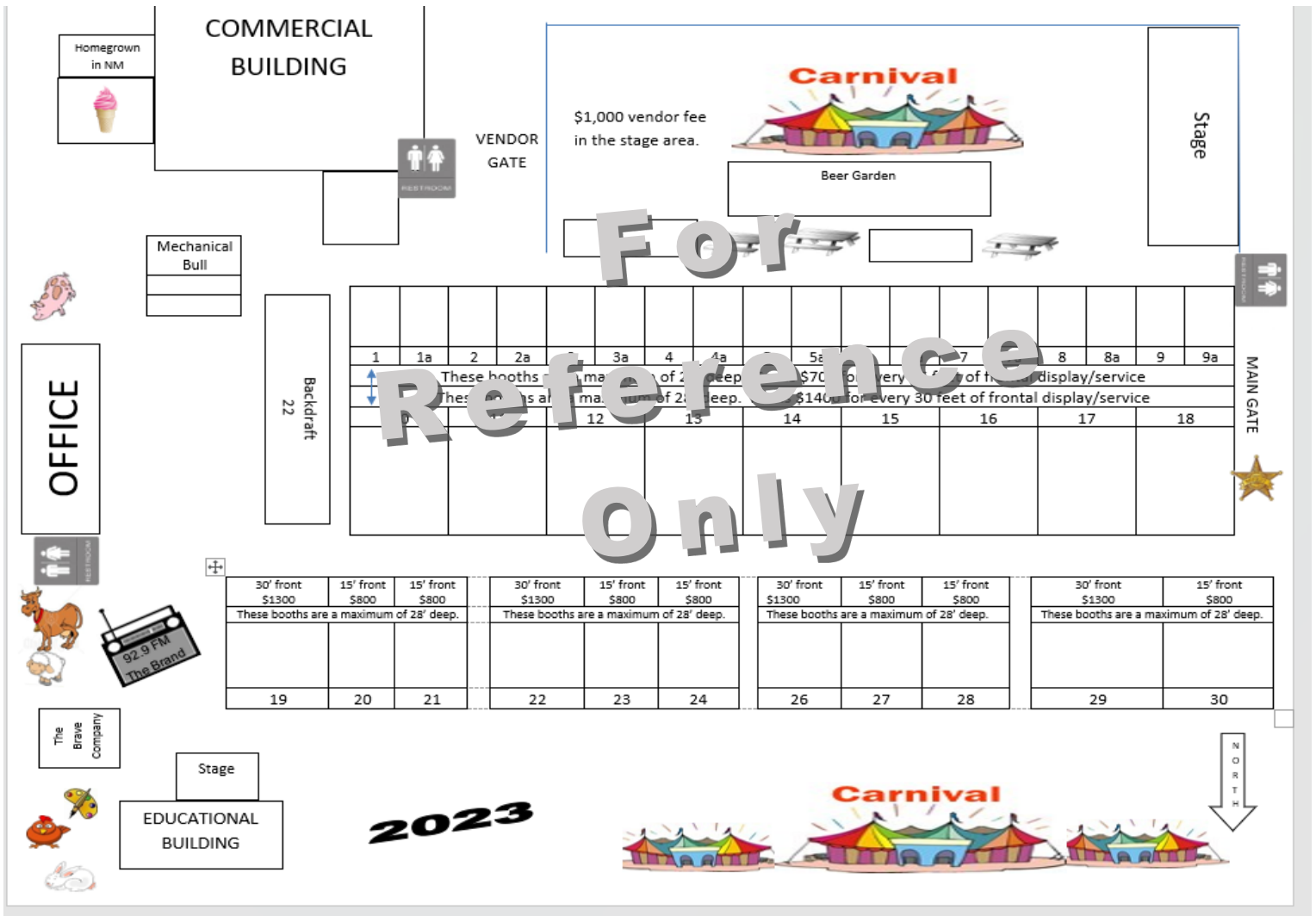
Payment Schedule

New vendors are on a first come, first serve basis.

ENMSF is not responsible for vendor missing deadlines due to mail service.

Payment	Due by
To qualify for 10% discount for the following fair, paid in full by:	12 pm Sunday of the current fair
Half booth fee to confirm participation:	4/1/24 After this date, unsecured booths will be placed on the waiting list and spaces will open to new vendors
Booth fee balance, Insurance Certificate or \$200 purchase fee, Performance Deposit:	September 1 All fees are non-refundable after this date.

The following map is for your reference. Please ensure you request enough booth space to accommodate your entire set up to meet all EID, Fire, and other requirements.

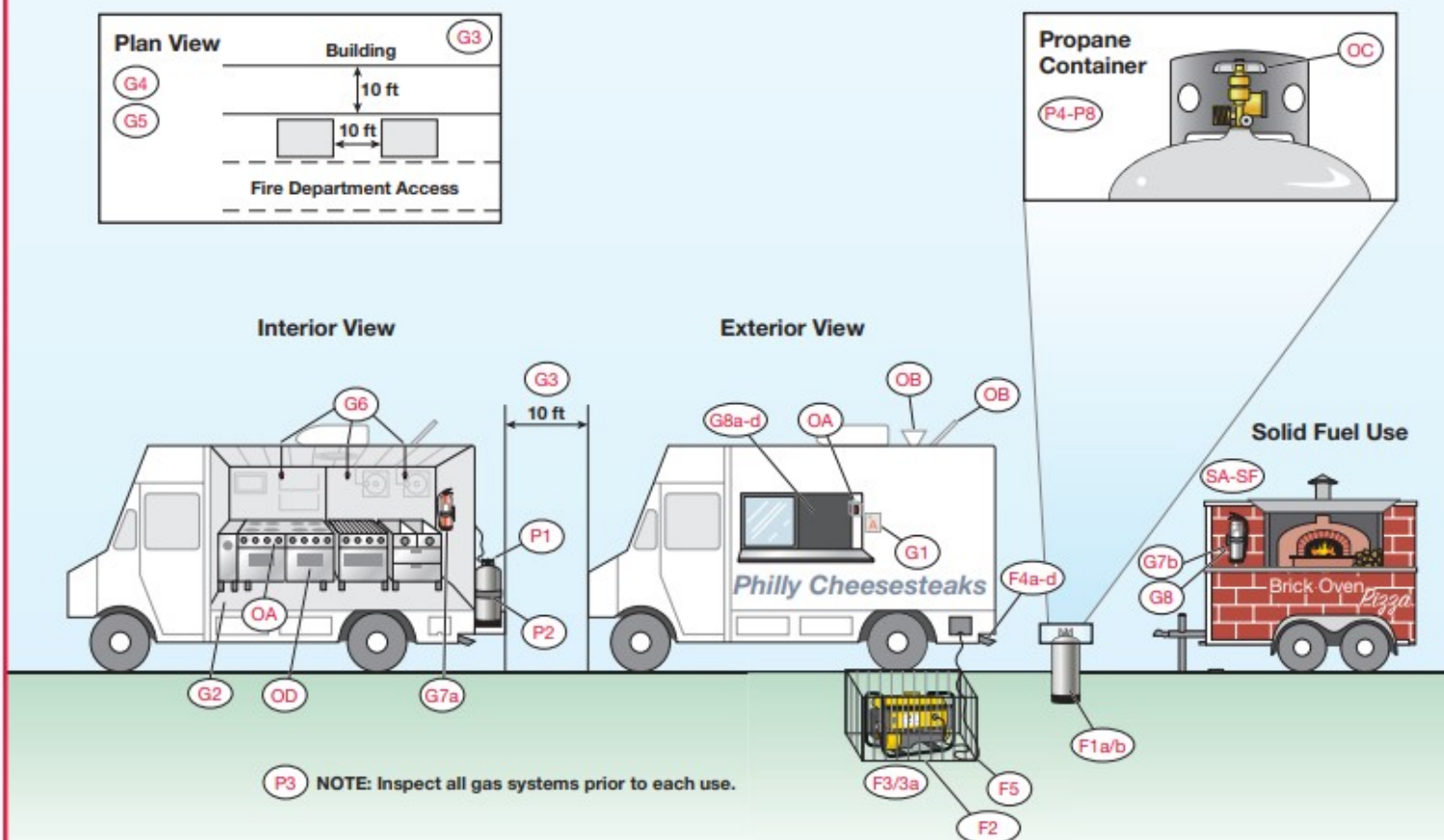


This is a sample of a valid certificate of insurance. Please ensure the date is correct, ENMSF is the certificate holder, and listed as ADDITIONAL INSURED

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)			
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p>							
<p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>							
PRODUCER Phone: Fax:		CONTACT NAME: PHONE (A/C No. Ext): FAX (A/C No.): E-MAIL: ADDRESS:					
INSURED		INSURER(S) AFFORDING COVERAGE		NAIC #			
		INSURER A:					
		INSURER B:					
		INSURER C:					
		INSURER D:					
		INSURER E:					
		INSURER F:					
<div style="display: flex; justify-content: space-between;"> COVERAGES CERTIFICATE NUMBER: REVISION NUMBER: </div>							
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	✓			9/30/23	10/10/23	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
CERTIFICATE HOLDER Holder's Nature of Interest : Additionally Insured <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> EASTERN NEW MEXICO STATE FAIR 2500 SE MAIN ST ROSWELL NM 88203 </div>				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE			

For reference only. Vendors are responsible for knowing and adhering to all regulations. Request sufficient booth space to meet your needs.

FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- ☐ Obtain license or permits from the local authorities. [1:12.8(a)] **G1**
- ☐ Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- ☐ Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- ☐ Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- ☐ Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- ☐ Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- ☐ Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- ☐ Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- ☐ Ensure that workers are trained in the following: [96:17.10]: **G8**
 - ☐ Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - ☐ Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - ☐ Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - ☐ Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**

Fuel & Power Sources Checklist

- ❑ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- ❑ Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- ❑ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- ❑ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- ❑ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ❑ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - ❑ At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - ❑ At least 12 ft from every means of egress [96:B.13] **F4b**
 - ❑ Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - ❑ Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- ❑ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

Propane System Integrity Checklist

- ❑ Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- ❑ Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- ❑ Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- ❑ Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- ❑ Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- ❑ Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- ❑ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- ❑ Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

Operational Safety Checklist

- ❑ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- ❑ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- ❑ Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- ❑ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- ❑ Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- ❑ Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- ❑ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- ❑ Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- ❑ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- ❑ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfpa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code®*, 2020 Edition
 - *National Electrical Code® Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

Return to Fair Office

2024 Fair Dates: September 30-Oct 5	Loc:	
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COMPLETE EVERY FIELD

Business Name		
Contact		Phone
Address		
City	State	Zip
Email	CRS Number	
Booth size requested (Frontal footage should be in 15 ft increments):		Booth number(s) requested:

ADDITIONAL NEEDS	Requested	Paid		Requested	Paid
Additional Manager Passes \$50 ea			110 Electricity \$150		
Additional Shift Passes \$6 ea			Water		-----
RV Rental \$150					
220 Electricity \$250					

Notes:**List all Products:**

Booth Fee					
OFFICE USE ONLY			PAYMENT HISTORY		
Date	Type	Amount	Balance	By	
Insurance of Liability certificate listing ENMSF as <u>additional insured</u> . -OR- \$200 LIABILITY insurance purchased through ENMSF					
	\$200 Performance Deposit submitted		Reversed	Mailed	Picked Up

Vendor contact information may be shared with agencies related to the operations of the fair. Examples of this include but are not limited to government agencies, other fairs and festivals, etc.

My signature below signifies that I have read, understand, agree, and will comply with all policies and procedures of the Eastern New Mexico State Fair Contract, pages 1-6.

This signature page must be returned with the vendor contract in order to participate in the Eastern New Mexico State Fair.

Exhibitor/Vendor Signature

Date

THIS AGREEMENT TOGETHER WITH ANY ATTACHMENTS CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES AND MAY NOT BE ASSIGNED BY EXHIBITOR/VENDOR WITHOUT THE FAIR BOARD'S PRIOR WRITTEN CONSENT.

PASSES RECEIVED _____

