



2020 Vendor Application

Food Trucks & Local Artisans

Be part of the most anticipated summer concert series in Albuquerque!

The City of Albuquerque's Summerfests are large-scale, free, family-friendly community gatherings throughout the summer. Located around the city and with fun activities for all ages, this is surely the event series you want to vend at and attend.



Event Dates & Locations

Heights Summerfest—June 13, 5-10 p.m.—North Domingo Baca Park

Route 66 Summerfest—July 18, 3-10 p.m.—Historic Nob Hill

Downtown Summerfest—August 1, 5-10 p.m.—Civic Plaza

Westside Summerfest—August 15, 5-10 p.m.

Food Trucks

- Seeking the finest local, creative, freshly prepared cuisine.
- The fee to participate as a food truck is \$100.
- Power is provided.

Artisan Market Vendors

- Locally handcrafted items only.
- The fee to participate as a market vendor is \$50.
- Fee includes a 10' x 10' canopy, with 10' of frontage, one 6' table, and two chairs.
- Power is available for an additional \$25 fee.





General Information

Application Deadlines:

Please note there are only two deadlines.

Deadline: Friday, April 17, 2020 by 5 p.m.

- Heights Summerfest—10K Attendees
- Route 66 Summerfest—30K Attendees

Deadline: Friday, June 19, 2020 by 5 p.m.

- Downtown Summerfest—10K Attendees
- Westside Summerfest—10K Attendees

Application:

- Incomplete applications will not be considered.
- All current documents and photos must be included with the application.
- Do not pay the fee until you have received a confirmation email stating you have been accepted as a vendor.
- **You will be notified of your application status following the event's application deadline.**

Return Documents:

Mail to: Cultural Services Department
Special Events
PO Box 1293
Albuquerque, NM 87103

Email to: eventvendors@cabq.gov
Questions: 505.768.3556

STAY SOCIAL!



@abqspecialevents



@abqevents



@ABQ_Events



CultureABQ.com

#CABQ #ABQSummerfest

Submittal of application does not guarantee participation in events. The City of Albuquerque reserves the right to select vendors it deems appropriate for any given event. Priority is given first to local artisans and craftsmen. Corporate and non-artisan participation is limited to paid sponsorships. Factors involved in the decision include, but are not limited to: quality of product, quality of presentation, uniqueness, clarity of application, past performance and presentation at City sponsored events.



Food Truck Application

2020 Summerfest Season

Thank you for your interest in the Summerfest event series!

Please print clearly and fill out completely.

Business Name: _____

Contact Name: _____ Contact Number: _____

Email Address: _____

Please check your type of vending unit:

Truck _____ Trailer _____ Type of power requirements _____

In order to categorize your food truck please select all that apply:

- Breakfast New Mexican International Hamburgers/BBQ/Pizza
 Drinks Sweets/Desserts Other: _____

Requests/Comments: _____

Any special requests must be made on this application.

Check the boxes of the events in which you are interested.

- Heights Summerfest Downtown Summerfest
 Route 66 Summerfest Westside Summerfest

The following documents must be submitted with this application to be considered for any event:

- Current Albuquerque Business Registration
 Current Albuquerque Fire Inspection Certificate
 Current Food Permit/Health Inspection Certificate
 City of Albuquerque Mobile Food Unit Certification (see page 4)
 Photos of truck or trailer
 Footprint of vending space (including dimensions, tents, smokers, trailers, tables, etc.)
 Menu

THE FEE TO PARTICIPATE IS \$100

Do not pay the fee until you have received a confirmation email stating you have been accepted as a vendor.
You will be notified of your application status following the event's application deadline.





City of Albuquerque

Mobile Food Unit Certification

I, _____ of _____
(name) (mobile food unit name)

Will be vending food at 2020 City Of Albuquerque Special Events
(event name)

I understand and acknowledge that it is my responsibility to have all of the following documents with me at the event.

Initial	Documents
_____	Current City of Albuquerque/ State of New Mexico/County of Bernalillo Environmental Health Food Permit
_____	Current Commissary or Servicing Area Agreement
_____	Current City of Albuquerque Certificate of Fire Inspection
_____	Current City of Albuquerque Business Registration

Furthermore, I understand that if I cannot produce these documents upon request at the event, I may be asked to cease and desist serving any food and may be asked to leave the premises. These documents may be requested by any representative, including but not limited to: Health Inspector, AFR Fire Marshal, City Code Enforcement officer, owner or manager of event venue, or event organizer. I understand that I am not entitled to a refund of any participation fees or permit fees should I not be able to produce the required documents.

By my initials and signature on this certification, I certify and warrant that I will have the documents at the event, that the documents are valid and current, and that I have read and agree to the terms listed above.

Signature

Date



Artisan Market Vendor Application

2020 Summerfest Season

Thank you for your interest in the Summerfest event series!

Please print clearly and fill out completely.

Business Name: _____

Contact Name: _____ Contact Number: _____

Email Address: _____

In order to categorize your booth please select all that apply:

- | | | | |
|----------------------------------|-----------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Clothing | <input type="checkbox"/> Photography | <input type="checkbox"/> Body/Beauty Products |
| <input type="checkbox"/> Pottery | <input type="checkbox"/> Art | <input type="checkbox"/> Pet Products | <input type="checkbox"/> Other |

Description of items being sold: _____

Requests/Comments: _____

Any special requests must be made on this application.

Check the boxes of events in which you are interested.

- | | |
|--|--|
| <input type="checkbox"/> Heights Summerfest | <input type="checkbox"/> Downtown Summerfest |
| <input type="checkbox"/> Route 66 Summerfest | <input type="checkbox"/> Westside Summerfest |

The following documents must be submitted with this application to be considered for any event:

- Current Albuquerque Business Registration
- Photos of items being sold and display

THE FEE TO PARTICIPATE IS \$50

Do not pay the fee until you have received a confirmation email stating you have been accepted as a vendor.
You will be notified of your application status following the event's application deadline.

