



NM ShamRock Fest 2018
A&C/Merchandise Vendor Application
March 17th – 11 a.m. to 6 p.m. at the Balloon Museum

We encourage your participation in this event and hope to provide a large selection of delicious food, crafts, and merchandise for those attending. Participation is open to those Vendors who meet and adhere to all guidelines. Space is limited and will be assigned on a first come, first served basis, providing all criteria is met. Only those Vendors who have successfully completed the attached application will be allowed to sell and or display at the event.

Eligibility and Event Guidelines: This application is for art, craft, merchandise, and prepackaged food vendors only. Do not submit this application if you are a food, beverage, or liquor concessionaire.

1. Vendors may begin setting up at 8 a.m. on March 17, 2018. Set up must be complete no later than 10:30 a.m. and tear down must be complete no later than 7:30 p.m. on March 17, 2018.
2. Vehicles may not be driven into the program area, unless approved by the Event Staff.
3. Sales are only permitted between the hours of 11 a.m. and 6 p.m. You may not tear down before 6 p.m.
4. Vendor locations will be determined by the Event Staff.
5. Vendors must make every effort possible to create a festive atmosphere through dress or decorations reflecting the event theme.
6. Vendors are responsible for maintaining a clean area throughout the event and are responsible for cleaning their area prior to leaving. Amplified sound is not allowed at your booth.
7. All items sold must be suitable for family events. No obscene or offensive slogans, pictures, artifacts, or drug paraphernalia allowed. Absolutely no weapons, drugs or alcohol on premises.
8. All items exhibited and sold must be of similar type and quality to those represented in your application.
9. All vendors must abide by all rules and guidelines, including fair trade practices, health and safety. All sales, transactions, and orders are between the vendor and the buyer, and are to be honored.
10. High Desert Pipes and Drums and The City of Albuquerque are not responsible for any injuries, accidents, lost or stolen items, water damage, or any hardships due to weather conditions.
11. A valid City of Albuquerque Business Registration is required if you are selling.
12. Failure to submit payment and required documents at the time of application may result in disqualification of your application.
13. ShamRock Fest is a rain or shine, event. Refunds will not be issued.

Vendor Participation Fees:

\$75. Art, Craft, Pre-packaged Goods – includes one 10x10 covered space

All vendors are required to donate an item or items to the event raffle with a minimum value of \$20.00. Items must be turned in at time of check-in the day of the event and no later than 10:30 am.

Limited electricity is available on a first come first served basis for an additional fee of \$15.00. Requests and payment must be made in advance on this application.

Call 505.768-6028 or email lhuble@cabq.gov to obtain more information.





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 Deadline for Submitting Application is Monday, February 26, 2018

Business Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

City of Albuquerque Business Registration #: _____

Please Check One:

- _____ **\$75. Art, Craft, Pre-packaged Goods (includes one 10x10 covered space)**
- _____ **\$15. 110 Electricity (extension cord/surge protector not included)**
- _____ **Check if you prefer an indoor space (available on a first-come, first-served basis)**

Total Amount Enclosed: _____

Please provide a description of your items and display:

By signing below I understand and agree that if accepted, I agree to follow the Guidelines and I accept full responsibility for any loss, injury or damage to persons or property while operating at the *2018 NM ShamRock Fest*.

Signature: _____ Printed Name: _____ Date: _____

Mail or bring Application to: *Albuquerque Balloon Museum- Attention Linda Hubley
 9201 Balloon Museum Dr.
 Albuquerque, NM 87113*

Requirements:

- _____ *A check for the full payment amount payable to High Desert Pipes and Drums.*
- _____ *A valid City of Albuquerque Business Registration number provided above.*
- _____ *Complete and submit the Pre-approved Tent Floorplan Form.*
- _____ *Please provide a description of the item(s) you are donating. This information will be used for the raffle description. Please include the approximate \$ value.* _____



ALBUQUERQUE FIRE DEPARTMENT PREAPPROVED TENT FLOOR PLANS

EVENT: **NM ShamRock Fest 2018**

DATE: **March 11, 2018 11 am – 6pm**

VENDOR NAME _____ FLOOR PLAN SELECTION # _____

PRINTED NAME _____ SIGNATURE _____

The signing of this document hereby acknowledges that all requirements indicated below will be adhered to in order for this document to be approved and permitted. The standards specified below are the minimal requirements which the applicant is not limited to. Additional Fire Codes may apply during initial inspection if unforeseeable circumstances arise.

FAILURE TO COMPLY: Deviating from the requirements listed below may result in legal action being taken against the violator by issuing criminal citations or by ordering the removal of the canopy until compliance is achieved.

Tent requirements:

- The canopy and any side walls shall meet one of the following flame retardant standards.
 - CPAI84, NFPA 701, California fire retardant standards
- Each tent shall have one no smoking sign conspicuously located.
- Each tent shall be anchored to withstand the elements of weather and prevent collapse.
 - attach 25Lbs. per leg
- The tent frame and membrane shall be free of combustible materials.
- The tent frame shall not be used to brace, hang, support any objects. Exception: tent membrane, fire extinguisher.
- All display grids and display racks shall be noncombustible or flame treated, preferably constructed out of metal.

Pick one of the preapproved floor plans and mark your selection above.

