

“COA 2018 Zoo Boo” VENDOR APPLICATION

Organization:		Contact person:	
Contact person's Signature:		Address:	
City:	State:	Zip:	Phone 1:
Phone 2:	Email:		

Booth Presence:

Please provide enough candy for 4,000 community children. 150-200 lbs. is the recommended amount! (Fifteen to Twenty 10 lb. bags) You may pass out any flyers or business cards as well, however you may not conduct any on-site sales or raffles.

- My Organization will be present at the event to hand out Candy.
- My Organization will be present at the event to hand out Candy **AND** host a game or activity.

Please provide a brief description of your booth:

-or-

- My Organization is making a donation to this event and will not be a booth presence.

Donation Description:

By completing this form and submitting to the Special Events Manager, you are committing your organization's booth presence or donation at the 2018 Zoo Boo.



Event location: Alameda Park Zoo

- \$0.00 Charges waived for vendor space w/no electricity



Registration begins August 20, 2018

Event Schedule

Saturday, October 20, 2018

9 a.m. to 12 p.m.

Set up is :

Friday (October 19th) from 9 a.m. to 5 p.m. or Saturday morning from 7 a.m. to 8:30 a.m.



VENDOR INFORMATION:

- ◆ Deadline to return vendor application to the Sgt. Willie Estrada Memorial Civic Center is 1:00 p.m. on **October 12, 2018** at 800 E. First Street. You may email a completed application to kuribe@ci.alamogordo.nm.us For more information call: (575) 439-4279. Please reference the event when calling.
- ◆ **Spaces are determined by a first come first served basis. Spaces are assigned by the Special Events Manager although requests will be considered. Space assignment is subject to change upon arrival due to unforeseen circumstances.**
- ◆ All event information will be sent via email...so please include an email address!! Applicants without emails will not be accepted!
- ◆ Vendors are **not allowed to leave the event early**. Vendors will be allowed to pack up 30 minutes before the event ends. On emergency or bad driving weather situations, please contact one of the event personnel and inform them of your departure.

Area must be cleaned and left in similar condition upon departure.

- ◆ The maximum load level per plug is 1800 watts. Example: A snow cone machine is approximately 1500 watts. Electrical outlets are limited and will be given on a first-come basis.
- ◆ **Specify space requirements. Organization/group must supply own tents, tables, seating, power cords and equipment. Power cords are required to have contractor grade insulation/protection and have the required grounding prong.**
- ◆ Vendors are not allowed to walk around the park selling raffle tickets, balloons, food, products, etc. All vendors must remain in the immediate vicinity of their booth.
- ◆ The Community Services Department has the right to deny any application that we feel does not meet the guidelines set forth to participate in this event. Anyone falsifying his or her application will be asked to leave the park, with no refund.
- ◆ Set-up for vendor spaces Friday from 9 a.m. to 5 p.m. or Saturday morning from 7 a.m. to 8:30 a.m.
- ◆ Vendors are not allowed to sell or distribute weapons of any kind at this event. Alamogordo Police Department will determine if items, in question, are considered a weapon or a devise that can potentially cause harm.
- ◆ For more information, please call the Special Events Manager at 439-4279!

The above representations are true and correct to the best of my knowledge and belief. I have read and understand the above conditions; I agree to said conditions. I understand and agree that I may be personally liable for failure for non-compliance with said conditions. I also release and hold harmless the City of Alamogordo and its employees or sponsors from any claims for personal injury, wrongful death or property damage arising from my participation in this event. Although security is provided, the City is not liable for damaged or stolen merchandise left at Griggs Sports Complex.

SIGNED THIS _____ DAY OF _____ 2018 APPLICANT'S SIGNATURE _____