

# 23<sup>rd</sup> ANNUAL NEW MEXICO WINE FESTIVAL AT BERNALILLO

## LABOR DAY WEEKEND: September 4th, 5th and 6th, 2010

**Background:** The New Mexico Wine Festival at Bernalillo is an annual three-day event that celebrates New Mexico wines, agricultural products and the arts. The New Mexico Wine Festival includes the sale of wine by the glass and bottle, a juried art show, continuous live entertainment and a feast of regional foods.



**Scope:** The New Mexico Wine Festival features wineries from throughout the state, a fine arts and crafts show, an agricultural products showcase, and stage performances by top-name New Mexico performers.

**Location:** The New Mexico Wine Festival at Bernalillo is held at Lorretto Park. Lorretto Park is in the Abencio Salazar Historic District next to the historic Our Lady of Sorrows Catholic Church. The address is 237 Camino del Pueblo. Bernalillo is 18 miles north of Albuquerque on Interstate 25 and 45 miles south of Santa Fe.

### **Food Vendor Information:**

#### BOOTH APPLICATION PROCESS/ PARTICIPANT RULES

1. Vendors must contact the New Mexico Environment Department offices in Rio Rancho to obtain a state permit for sales of food and/or beverages. Application must include a copy of the applicants food service permit from the environment department or a copy of the completed application. A copy of the state requirements and a permit application are enclosed. Food service permit application is to be submitted to EID. All questions regarding the necessary permit or regulations should be directed to the New Mexico Environment Dept., 4358 Jaeger Way Suite B, Rio Rancho, NM 87144 (505) 771-5980

\*\*Vendors that have a current EID Itinerant Food Service Permit must contact the New Mexico Environment Department office for further instructions.\*\*

2. Beverage sales are exclusive to one vendor. Food vendors may not sell beverages of any kind.

3. All accepted vendors must redeem staff meal tickets. Vendors will be reimbursed for tickets at the end of the festival. **\*\*\*Food vendors are expected to comp \$175.00 worth of meals tickets for the event – This is in lieu of raising booth fees this year.\*\*\***

4. Vendors must enclose a menu of all items and prices with this application. As the festival will try to guarantee that duplication of food items does not occur, some items on your menu may not be allowed. Participants will be notified as to which items are and are not acceptable. Vendors that deviate from menu prices will be fined \$100.00 and will be excluded from future events.

5. A multiple outlet with circuit breaker is required for all food booths using more than one electrical appliance. Please make sure that you bring enough 20' and 30' extension cords with you, since only one outlet per booth will be provided. An electrician will be checking to make sure proper electrical requirements are followed.

6. Trailers and mobile vending units MUST submit dimensions and a photograph or drawing of the unit with the application. Failure to do so will result in a delay in assigning a booth space or possible exclusion from the festival. Dimensions should include length, width, and height. Height is not to exceed 8'. All trailer tongues and overhangs must be included in the dimensions.

\*\*Please indicate if using a different unit from previous year.\*\*

7. Vendors may NOT use any public address devices.

8. All vendors must pay a \$200 refundable cleaning deposit. Application must include a separate check for this amount.

9. All vendors must report Gross Receipts to Bernalillo Location Code 29-120 on their New Mexico Tax Return. Failure to do so will result in exclusion from future festivals.

10. The application must include a Certificate of Insurance in the amount of \$1,000,000.00 naming the New Mexico Wine Festival as the Certificate Holder.

11. Grey water service is available upon request through AAA Pumping at \$10.00 a day

12. Trailers are encouraged to move into the festival grounds early. Please arrange schedule with festival director.

All booth applications and fees must be received by June, 25, 2010. After this date a \$100.00 late fee must be paid.

**FEE SCHEDULE**

10' x 10' Booth Fee: \$475.00  
10' x 15' Booth Fee: \$600.00  
10' x 20' Booth Fee: \$720.00  
Cleaning Deposit: \$200.00

**VENDORS SCHEDULE**

June 25, 2010 – Application & Fees due  
September 3, 2010 – Booth set up 12 noon – 6 PM  
September 4 – September 6, 2010 Festival  
EXHIBITOR'S HOURS: 12:00 NOON –7:00 PM

\*\*\*Completion of this application does not guarantee acceptance to the festival. Space are limited.  
Applications will be reviewed and acceptance will be based upon vendor menu, space availability and past participation in the festival.

\*\*\*Incomplete applications will be returned via first class mail.

Utilities Required: Please check all that apply.

\_\_\_\_Water \$0.00 per day    \_\_\_\_Electricity \$25.00 per day, per circuit (Fees collected on last day)

Number and type of Outlets required

\_\_\_\_110                      \_\_\_\_220

\_\_\_\_Grey Water Pumping

Which day would you like your grey water pumped?

\_\_\_\_Sun \_\_\_\_Mon (pumping between 6:30—10 am)

\$10 PER DAY pump fee, collected by AAA Pumping Services during festival

**APPLICATION FORM**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Name (if different from Name): \_\_\_\_\_

**Application Deadline: June 25, 2010**

10 X 10 Booth Fee: \$475.00                      \$ \_\_\_\_\_

10 X 15 Booth Fee: \$600.00                      \$ \_\_\_\_\_

10 X 20 Booth Fee: \$720/00                      \$ \_\_\_\_\_

Cleaning Deposit: \$200.00                      \$ \_\_\_\_\_

Late Fee (after 6/25/2010): \$100.00                      \$ \_\_\_\_\_

(Please provide two checks, one for booth space and late fee if applicable and one for the Cleaning Deposit)

TOTAL ENCLOSED:                                      \$ \_\_\_\_\_

Completed Application must include:

- Booth Diagram                       Certificate of Insurance; minimum 1,000,000.00 per occurrence
- Menu/Price List                       Copy of application for environmental food permit, or copy of food permit
- Cleaning Deposit Check: \$200.00 (separate check)                       Booth Fee Check: \$475.00/\$600.00/\$720.00

Receipt of any of the above mentioned items after June 25, 2010 is considered an incomplete application and the \$100.00 late fee will apply and admission may be denied.

Receipt of completed entry form constitutes agreement with all conditions established in the application. No refunds will be given after July 30, 2010

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail application and fees to:

New Mexico Wine Festival at Bernalillo, P.O. Box 638, Bernalillo, New Mexico 87004

FOR MORE INFORMATION: [WWW.newmexicowinefestival.com](http://WWW.newmexicowinefestival.com)

Or call: Maria Rinaldi, Executive Director at (505) 867-3311