

12th Annual Mayor's Sunday is Funday
August 20, 2017 at Haynes Park on Rt 528
Vendor Registration Form

Name of Organization: _____

Contact: _____ Cell# _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Phone# _____ Email: _____

Items to Be Sold or Marketed:

Please Indicate Space and Service you require:

Electricity \$30.00 Yes No

Single Booth Fee (10 X 10 space \$125.00 if paid by 7/28/17, \$150 thereafter)
Includes 1/8th page color ad in the Rio Rancho Observer Sunday is Funday
Event Guide . **After 7/28 booth fee will not include an ad.**

Double Booth Fee (10 X 20 space \$225.00 if paid by 7/28/17, \$250 thereafter)
Includes 1/8th page color ad in the Rio Rancho Observer Sunday is Funday
Event Guide . **After 7/28 booth fee will not include an ad.**

Triple Booth Fee (10 X 30 space \$325.00 if paid by 7/28/17, \$375 thereafter)
Includes 1/4th page color ad in the Rio Rancho Observer Sunday is Funday
Event Guide. **After 7/28 booth fee will not include an ad.**

For larger space or tent and equipment or special services please see contact info below.

Ad information - 1/8th page event guide ad size = 2.375 wide x 2.0 high
If you participated last year will you be using the same ad _____ or providing new ad_____?

Make Checks Payable to: Sunday is Funday

Total Amount Enclosed \$ Check#

Silent Auction - Advise if you'd like to contribute an item for the silent auction. All proceeds go to Rio Rancho youth programs.

Vendor Signature is required on the on third page.

Please return this form by: 7/28/17, After this date booth fee will not include an ad.

Email to daveheil16@msn.com or mail to

Rio Rancho Kiwanis, Dave Heil, 160 Itasca Rd. Rio Rancho, NM 87124

For Questions please contact: Dave Heil, 505-228-7189 or Tim Sheahan, 505-881-0777

VENDORS PROVIDING COOKED FOOD MUST HAVE APPROVED PERMITS

Sunday is Funday Event Vendor Rules and Regulations

As a condition of participating in the Annual Sunday is Funday, the undersigned agrees to the following:

- 1.) The event shall take place at the **Haynes Park & Pool on Rt 528 across from Intel** in Rio Rancho.
- 2.) There is no rain day for this event.
- 3.) The fee for each vendor space is \$125 for a 10 x 10 space or \$225 for a 10 X 20 space. or \$325 for a 10 x 30 space if submitted by the 7/28/2017 deadline. Hours are 12:00 noon to 4:00PM Sunday August 20, 2017.
- 4.) Each vendor will be assigned a space approximately 10 x 10 or 10 x 20 or 10 x 30 based on fees paid. No signs or furniture or canopies will be provided (**VENDORS MUST BRING SHADE CANOPIES, TABLES AND CHAIRS**). Electricity will be provided for a fee for those who request it. No generators will be allowed.
SHADE CANOPIES AND TENTS MUST BE STAKED OR SANDBAGGED TO PREVENT BEING BLOWN OR KNOCKED OVER.
- 5.) Vendors may begin to set up their spaces at 7:00AM and must be ready by 11:45AM Vendors must vacate the area by 6:00PM August 20, 2017.
- 6.) Each vendor is responsible for their own permits, licenses, fees and is responsible for paying New Mexico Gross Receipts taxes if these apply.
- 7.) **All food booths** (does not apply to pre-packaged foods) **must have liability insurance and Environmental Health food service approval**. Certificate of insurance with \$750,000 liability must accompany the application. No food may be sold in areas outside the vendors assigned space.
- 8.) No reimbursement will be made if a registered vendor fails to participate.
- 9.) No space shall be shared or sublet without approval. Many companies only allow one representative to be vending at an event. Unless we know who is sharing a space we can't help by providing this information to prospective booth vendors.
- 10.) Compliance with laws: In performance of the services required hereunder, vendors shall comply with all applicable laws, ordinances, and codes of the Federal, State and Local governments.

11.) Each vendor is responsible for safety and security in their own space. Each vendor will police their area during the event to assure a safe and sanitary environment.

12.) Hold Harmless: In recognition that there may be some risk, injury or property damage in such an undertaking as the Sunday is Funday event, the undersigned vendor releases and holds harmless the Kiwanis Club of Rio Rancho, and the Department of Parks and Recreation of the City of Rio Rancho and any sponsor(s) from and against all losses, claims, suits, or other legal liability and legal expenses of any nature imposed upon or brought against them by reason of any act or omission and for any and all liability for injury or damages to the vendor, or which may result from her/his participation, or which may occur to third parties by the act(s) of the vendors her/his employees or agents. No action will be asserted or maintained against the Kiwanis Club of Rio Rancho, or the City of Rio Rancho, or any Committee member(s) or sponsor(s) as a result of any occurrence in any way with the Sunday is Funday event. Further the Vendor shall defend any action so asserted or maintained arising out of any action taken by the Vendor her or his employees or agents.

13.) Liability: As between the parties, each party shall be solely responsible for any and all liability arising from personnel injury, including death, or damage to property arising from the act or failure to act of the respective party or of its officials, agents and employees pursuant to this agreement. The liability of the Kiwanis Club of Rio Rancho, and/or the City of Rio Rancho shall be subject to the immunities of the Tort Claims Act, Section 41-41-1 et. Seq. NMSA 1978, and of any amendment thereof.

In witness Whereof, the Vendor has read and understands these Rules and Regulations as of the date written below.

Vendor Name: _____

Signature: _____

Print Name _____

Date _____