



OTERO COUNTY FAIR AND RODEO
BOOTH RENTAL APPLICATION AND AGREEMENT
September 19-September 22, 2024

www.oterocountyfair.com

oterocountyfair@yahoo.com

Application and Payment due by August 1, 2024

Vendor Name to be displayed on booth: _____

Business Name: _____

Contact Person(s): _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

NEW Vendors must provide a picture of their booth. If no photo is submitted, the application may not be considered

CHECK TYPE OF SPACE DESIRED: INDOOR EXHIBIT BUILDING 8x8 _____	\$125
OUTDOOR UNDER PAVILION 10x10 _____	\$225
OUTDOOR UNDER PAVILION 15x20 _____	\$350
OUTDOOR OUTSIDE PAVILION 10x10 _____	\$150
FOOD TRUCK OR RETAIL TRAILER _____	\$450 **WILL NOT BE ALLOWED UNDER PAVILION*

Total # of Booth Spaces _____ Total Rental Fees Due \$ _____

There are no tables or chairs available for rent so please be sure to bring your own.

All vendor operations including storage and displays shall remain within the rented space. Vendor is responsible for any damage to concrete, grass, or rental equipment and will be billed for repair or replacement costs.

PRODUCT DESCRIPTION:

Please list the type of merchandise, marketing, or educational information that will be on display or for sale at your booth. The Otero County Fair Association (OCFA) reserves the right to limit sales on food menu and merchandise items. Please give a complete list of items below. All items to be sold are subject to final approval by the OCFA.

ABSOLUTELY NO SALES OF BEVERAGES to include soda, water, fresh squeezed fruit drinks, juices and teas.

BOOTH DESCRIPTION:

Type of booth: Trailer, canopy, other: _____

If Trailer: Length in feet **including tongue**: _____

Will you need maneuvering room to place your unit? (Y/N)_____

Please note the preferred access to your booth for customers (front/rear/right/left)_____

ADDITIONAL FEES:

Any damages incurred by the vendor to the event property, including electrical equipment or booth space will be identified at the time of post-event area inspection. Vendors will be billed for repair or replacement costs.

ELECTRICAL NEEDS:

All booth prices include (1) 120v/20-amp circuit cord drop within 50' of the booth. Food truck, concessions or trailer spaces which are located on the southeast and southwest side of the Pavilion have one (1) 30-amp cord drop available. Vendors are required to provide their own extension cords and in the event of a power failure, Vendor is responsible for their own back-up power. All cords must be grounded (3 prong UL approved). INDOOR BOOTHS: NO GUARANTEE OF ELECTRICAL SERVICE-if available at your booth, usage must not exceed 110-volts 15 amps. **Outdoor booths: Lighting near stage at night is subject to change** (may be turned off to enhance stage performances). Please come prepared with ample lighting for your booth in the event you are placed near the main stage under the pavilion.

PAYMENT TERMS:

Vendor agrees to pay the rent specified for the booth size and electrical requirements the Vendor selects in this agreement. **All fees are due no later than August 1, 2023.** If rental fees are not paid in full by the deadline, the booth may be offered to another vendor. The Fair Office accepts cash, debit/credit card and personal check or money order. Please make checks and money orders payable to Otero County Fair Association. **NO REFUNDS will be given if vendor cancels within two weeks of the event.**

CERTIFICATE OF INSURANCE:

Vendor agrees to submit a Certificate of Liability Insurance to the Fair Office no later than August 1, 2024. The certificate must confirm a minimum of \$1,000,000.00 of insurance coverage naming Otero County, Otero County Fair Association, and the City of Alamogordo as additional insured under the Vendor's policy. If all three additional insured requested do not appear on the certificate, or if the coverage does not meet the minimum coverage described above, the certificated will be rejected and may cause the Fair Office to void this rental agreement with the Vendor. Contact the Fair Office at 575-434-0788 for assistance in securing insurance. ALL VENDORS, regardless of type of business, items sold, informational booths, non-profits etc. MUST have insurance as detailed above. There are NO exceptions. Vendors who do not have proof of insurance to the Fair Office by August 1, 2024, may not be allowed to participate in the event.

HOLD HARMLESS:

Vendor further agrees to indemnify and hold harmless Otero County, the Otero County Fair Association, the City of Alamogordo, and their respective employees and board members against and claim or action for any cause.

FOOD VENDOR REQUIREMENTS:

Every food vendor **must** obtain a food permit from the New Mexico Environment Department (NMED) to be eligible to operate a temporary food establishment during the Otero County Fair. This includes but is not limited to annually permitted restaurant food establishments that do NOT have a catering permit, charitable or non-profit organizations and all food vendors permitted outside the State of New Mexico. For information on permit applications and fees, please contact the NMED Alamogordo Field Office:

New Mexico Environment Department Alamogordo Field Office

811 E. First Street Alamogordo, NM 88310

575-437-7115

https://www.env.nm.gov/fod/Food_Program/

Food vendors will be required to submit a copy of their NMED food permit to the Otero County Fair Office **no later than August 1, 2023**. Approval of Temporary Food Establishment (TFE) permit applications can take up to 10 business days, therefore, be sure to apply in plenty of time to have an approved certificate to present to the Fair office by the deadline. If you have an annually permitted or unpermitted, self-contained mobile unit (e.g., food trucks and trailers) please contact NMED to discuss your operation and determine if any other additional food permit(s) are required. Please note, fees for permit applications must be made in the form of a check or money order to NMED (i.e., cash is not accepted).

NMED staff may conduct a food establishment inspection of any food booths, trucks, or trailers prior to opening and at any time for the total duration of the Otero County Fair. All rules and regulations must be followed during the total length of the hours of operation during the Otero County Fair. OCFA management will also closely monitor all food vendors. Any food vendor that is not compliant with NMED inspectors or contractual agreements made with the OCFA management or fail to adhere to the Rules and Regulations may be subject to additional enforcement action to include but not limited to closure and/or a **\$250 fee**. Per OCFA, violators will not be allowed to re-apply for subsequent years of the Otero County Fair.

All food vendors must ensure they have the appropriate permits (if required) from the City of Alamogordo. The Otero County Fair operates within city limits and vendors who do not have the proper permitting with the City of Alamogordo may be removed from the event. **Please call the City Clerk’s Office at 575-439-4100 to determine your specific permitting requirements.** City staff and/or Fire Department will be onsite during your booth set-up and during the event to inspect for proper permitting. Permitting can take up to two weeks to complete so obtaining this early is necessary. Proof of proper permitting will be due by **August 1, 2024.**

Food vendors are to sell ONLY the items/merchandise for which they have been approved during the application process; any deviation from the approved menu must be cleared by NMED and OCFA. Any menu changes that have not been pre-approved may result in the loss of participation. ALL SALES OF BEVERAGES ARE PROHIBITED to include soda, water, fresh squeezed fruit drinks, juices, and teas during the Otero County Fair.

By signing below, you are stating that you agree to the terms of this application:

Vendor Name (Please Print) _____

Vendor Signature _____ Date Signed _____

Office Use Only:

Application, payment, insurance, and permits complete on (date) _____

Booth Rental Checklist – Complete and turn in by August 1

- Completed and signed application turned in.**

- Certificate of Liability Insurance for 1MM naming Otero County Fair Association, Otero County, and The City of Alamogordo obtained and turned in. This is required for all booths.**

- Food Vendor – City of Alamogordo food vendor permit obtained (575-439-4100) if applicable.**

- Food Vendor - New Mexico Environment Department permit obtained (575-437-7115) if applicable.**

- Payment for booth made to Fair Office (check, money order, cash, card accepted).**

- Need to cancel? Be sure to do so No Later Than September 7, 2023 or you will NOT receive a refund of your booth payment.**