

Burning of the Bull Vendor Application



401 FAIRGROUNDS RD, ALAMOGORDO, NM 88310

575-434-0788

October 18, 2025

www.oterocountyfair.com

oterocountyfair@yahoo.com

This application is due no later than **October 10, 2025**. Incomplete or illegible applications will not be considered.

BASIC INFORMATION:

DATE OF APPLICATION: _____

Vendor Name to be displayed on booth: _____

Business Name: _____

Mailing Address: _____

Contact Person(s): _____

Phone: Home _____ Cell _____

E-Mail: _____

☐ Returning Vendor ☐ New Vendor *

NEW Vendors may need to provide a picture of their booth

PRODUCT DESCRIPTION:

The Otero County Fair Association (OCFA) reserves the right to limit sales on ALL FOOD menu and merchandise items. A complete list of items this booth intends to sell (foods and merchandise) with prices, are subject to approval by OCFA. ABSOLUTELY NO SALES OF BEVERAGES to include soda, water, fresh squeezed fruit drinks, juices, and teas.



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BOOTH DESCRIPTION:

Type of booth: Trailer, canopy, booth, other: _____

For trailers only: Length in feet **INCLUDING TONGUE:** _____

Will you need maneuvering room to place your unit? ☐ Yes ☐ No

Please note the preferred access to your booth for customers.

☐ Front ☐ Rear ☐ Right Side ☐ Left Side

BOOTH FEES:

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

☐ 10x10 - \$50.00

☐ 15x20 - \$75.00

☐ 20x20 - \$100.00

☐ 30x20 - \$150.00

☐ Food Truck or Trailer - \$75.00 per space

BOOTH FEE: \$ _____



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Vendor understands that any fees for services or products incurred during the event will be identified at the close of business, **October 18, 2025**. Vendor will be billed for repair or replacement costs for any damage found during Post-Event Area Inspection. Removal of booth and its contents must be completed no later than **October 18, 2025**. Failure to do so will result in additional fees set forth under the Rules and Regulations of the Otero County Fair Association.

ELECTRICAL NEEDS:

All booth prices include (1) 120v/20-amp circuit cord drop to within 50' of their 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)

PAYMENT TERMS:

Vendor agrees to pay the rent specified for the booth size and electrical requirements on this agreement. All fees are **due no later than October 10, 2024**. If rental fees are not paid in full, Vendor booth(s) will be offered to other vendors. All checks will be made payable to the Otero County Fair Association.

If this contract is signed by the Vendor, and Vendor fails to use their booth(s) during the Burning of the Bull; a fee of **\$250.00** per day will be assessed.



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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 Burning of the Bull. 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 October 10, 2024**. Approval of Temporary Food Establishment (TFE) permit applications can take up to 10 business days. If you have an annually permitted or un-permitted, 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 Burning of the Bull. All rules and regulations must be followed during the total length of the hours of operation during the Burning of the Bull. 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.

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 October 10, 2025.



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CERTIFICATE OF INSURANCE:

Vendor agrees to submit a Certificate of Liability of Insurance **no later than** October 1, 2023 to the fair office confirming a minimum of **\$1,000,000.00** of insurance coverage naming Otero County, Otero County Fair Association and the City of Alamogordo as additional insureds under Vendor's policy.

HOLD HARMLESS:

Vendor further agrees to indemnify and hold harmless Otero County, the Otero County Fair Association, the City of Alamogordo Staff and Board of Directors of each organization against any claim or action for any cause.

Otero County Fair and Burning of the Bull Proprietary Materials:

Vendor may not use OCFA trade names, trademarks, or service marks for promotional or other commercial purposes. Except by our prior written authorization.

Banners and Signs:

If banner and signs are used during the 2025 Burning of the Bull, Vendor agrees to limit information posted on banners or signs to products sold and current pricing being used in booth.

By signing this agreement, Vendor agrees to follow all OCFA Rules and Regulations

OCFA strives to provide a high-quality event. These rules and regulation have been put in place to create a safe, comfortable and enjoyable experience for all. Please review these guidelines carefully.

I have read and accept the Burning of the Bull Rules & Regulations: ☐

VENDOR (print name): _____

VENDOR SIGNATURE: _____

Received by OCFA: _____