

2008 Memorial Day Weekend
May 23-25, 2008
Red River Conference Center/Brandenburg Park
Red River, New Mexico

SPACE RESERVATIONS

Returning Vendors: To reserve the space you had last year, **full payment and completed application must be received by March 15, 2008.**

New Vendors: you may reserve space on a first come, first served basis, but no spaces will be assigned until after March 15.

Full payment must accompany the enclosed signed applications or no space will be reserved. Vendors will not be allowed to sell any merchandise outside the assigned space. Vendor spaces may not be resold or sublet.

No vendors requiring the use of a grey water tank will be accepted by the conference center.

LICENSING & REGULATIONS

Each individual business setting up in Red River during this rally must obtain a New Mexico Tax I.D. number.

Please call (575) 754-2277 if you need to apply for a NM Tax ID Number. A copy of your certificate must be submitted with application.

CANCELLATIONS

There will be no refunds for no shows. If you must cancel, we will only refund space rented if we can re-book your space. A \$50.00 cancellation fee will be applied and deducted from any refund money. Event shall be held rain or shine and no refunds shall be given after the event begins.

ELECTRICAL SERVICE

Electrical service is available on a limited basis. If you require electrical service, please indicate on the application form the type of service-110v or 220v, the # of outlets and the amperage required.

SECURITY

Overnight security will be provided for outdoor vendor spaces. The Town of Red River will exercise reasonable precaution for the protection of the property of exhibitors, but assumes no responsibility for loss or damage to the property of exhibitors. For those with inside vendor space, doors to the Exhibit Hall will remain locked from 8:00 p.m. until 8:30 a.m. Vendors will not be allowed to enter earlier than this time. Doors open to general public at 9:00a.m. on Saturday and 10a.m. on Sunday.

SET UP GUIDELINES

- Check-in and Set up is: Thursday, May 22, 12:00 noon to 5:00 pm and Friday, May 23, 8:00 am to 12:00 pm.
- **ALL VENDORS MUST BE SET UP BY 12:00 PM ON FRIDAY.**
- Upon arrival, check in at the Town of Red River Office. This is where you will pick up your Itinerant Business License. **Please do not set up before checking in.**
- Please Note: **Your booth must be down no later than 5PM on Monday. No exceptions!**

VENDOR ITEMS OR ACTIVITIES

The Town of Red River reserves the right to cause any vendor and/or vendors to cease to sell or attempt to sell any item or items that, in the opinion of the director, appears to be offensive to the general public, and/or said items are deemed illegal to be sold in the state of New Mexico. In addition, public nudity is not allowed to take place at any vendor location.

VENDOR VEHICLE PARKING

Vendor vehicle parking area is on the west side of the Red River Conference Center.

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VENDOR HOURS:

Friday, May 23	12:00 p.m.—8:00 p.m.
Saturday, May 24	9:00 a.m.—8:00 p.m.
Sunday, May 25	10:00 a.m.—6:00 p.m.

NEW THIS YEAR

- A limited amount of spaces will be available for camping within the town limits. These spaces are \$25/night, and there are no hookups available. You must reserve your space with the conference center staff. These spaces will be reserved on a first come, first served basis. **CAMPING IS NOT ALLOWED IN THE PARK.**
- River Street will remain open to traffic this year. No vending spaces will be available in front of the conference center.
- No tent stakes or spikes will be allowed if you are vending in Brandenburg Park. You must use sand bags, water buckets, or concrete anchors.

OTHER INFORMATION

- All trash should be deposited in proper receptacles. A cleanup fee will be charged if necessary.
- Clean up crew will pick up your bagged trash.
- You are responsible for cleaning the area around your booth.
- **SMOKING IS NOT PERMITTED IN THE RED RIVER CONFERENCE CENTER.**

FOR MORE INFORMATION
PLEASE CONTACT
LEIGH
AT
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