



101 West River Street
P.O. Box 1020
Red River, NM 87558

Phone: 575-754-1708 ext 1
Fax: 575-754-1714

RedRiver.org

January 15, 2016

Dear Potential Vendor,

We'd like to take this opportunity to invite you to participate in the annual Red River Memorial Day Motorcycle Rally and Trade Show, May 26-30, 2016. Now in its 34th year the "Red River Rally" is one of the largest events in New Mexico.

We are offering retail booths inside the exhibit hall of the Red River Conference Center, a 10,500 sq. foot space, as well as outdoor space in Brandenburg Park. Both venues are in high traffic areas with access to public restrooms directly in the center of town. Please note that no vendors will be placed in the Municipal Lot this year.

The vendors inside of the Conference Center will be open to the public Thursday, May 26 - Sunday, May 29. Outdoor vending will be allowed Thursday, May 26 - Monday, May 30. See the attached policies for a more detailed description of setup, selling, and breakdown times.

All vendors must be in compliance with the New Mexico Department of Taxation and Revenue. You can check your compliance status and/or print your compliance letter online at <https://tap.state.nm.us>. For compliance questions, please call (505) 827-0710. Your letter of compliance, as well as your signed Trademark Policy document, must be submitted with your application. Any application received without the aforementioned documents will not be accepted.

Please note that the Town of Red River has implemented a Trademark on "Red River Memorial Day Run" and "Red River Memorial Day Rally" and that an approval/royalty system has been put in place. See attached for more details.

Lastly, we ask that you please read through each policy carefully as many items have changed.. Feel free to contact us with any questions. We look forward to seeing you in May!

Megan Gallagher
Tourism Director
Town of Red River

Kathryn Billingsley
Conference Center Coordinator
Red River Conference Center



Memorial Day Weekend Rally May 26-30, 2016 Outdoor Vendor Policies

Set-up Date

Wednesday, May 25

*No sales may be made on Wednesday, May 25.

Vending Dates & Times

Thursday, May 26 - Vendors must be set up by 12pm

Friday, May 27

Saturday, May 28

Sunday, May 29

Monday, May 30 (optional with an additional fee of \$100.00)

Break-down Dates & Times

You must have everything removed from your space and out of the park by 12pm Tuesday, May 31.

Vendor Spaces

Full payment must accompany your returned application and required documents or no space will be reserved. Visa, MasterCard, cash, cashier's checks, or money orders will be accepted as payment. Applications will not be accepted after May 23, 2016.

Vendor Activities

Vendors will not be allowed to sell any merchandise outside of the assigned space. **The Town of Red River does not allow subleasing of vendor space.** Any changes to the original permit including permit holder or product/services being sold must have prior approval by the town. Violation of this policy will result in loss of permit and you will not be considered for future vending. Any fees paid will be forfeited.

The Town of Red River reserves the right to cause any vendor(s) to cease to sell or attempt to sell any 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 at any vendor location.

Licensing & Regulations

Each individual business setting up in Red River during this rally is required to have a valid New Mexico Tax ID number and must be compliant with NM Taxation and Revenue.

You can apply for a NM Tax ID, check your compliance status, print the compliance letter, or submit your tax payments online at <https://tap.state.nm.us>. For assistance obtaining a NM Tax ID or compliance questions, please call NM Taxation & Revenue at (505) 827-0951. A copy of your compliance letter must accompany your application. If you are non-compliant you will not be able to vend in Red River.

*Please be sure to read over additional new policies in the "New This Year" section.

Tent Requirements

Due to the power and water lines in Brandenburg Park, **TENT STAKES ARE STRICTLY PROHIBITED.** Please use sand bags or water buckets to secure your tent. If you are using a third party tent provider, please pass this information along. You must pay a \$100 refundable space deposit fee if utilizing a tent. If a water or electrical line is damaged by you or your tent provider, you will forfeit your deposit and the Town of Red River will hold you responsible for the damages.

Cancellations

There will be no refunds for no-shows. If you must cancel, we will only refund space rented if we can re-book it. A 10% cancellation fee will be deducted from any refund issued. The event shall be held rain or shine, and no refunds shall be given after the event begins.

Electrical Service

Electricity is available on a limited basis. You are not guaranteed the number of outlets you request; however, we will make every effort to accommodate you. **Only 110 outlets are available. If you require something larger please make plans to provide your own electrical source.**

Food Vendors

You are responsible for water containment, water, and grease disposal. A grey water container will be provided for water disposal. **Please bring your own hose.**

Trash Removal and Recycling

You are responsible for cleaning up the area around your booth throughout the rally. All trash should be deposited in the proper receptacles. If your booth area is left in unsatisfactory condition, you will not be considered for future vending.

Recycling receptacles are located in the municipal lot (W. River St. & Jacks and Sixes). The following are accepted: mixed paper, cardboard, plastics 1-7, tin, aluminum, and glass. Please help us keep Red River beautiful and do your part to reduce, reuse, recycle.

Vendor Packages

If you are having merchandise shipped to our location you must be physically present to sign for the delivery. **The Conference Center staff cannot sign for or take responsibility for your merchandise.** Check with the lodge you are staying at about shipping packages to their address.

Vendor Vehicle Parking

Vendor vehicle parking is on the west side of the Conference Center. No tractor trailer parking is available nor is there any RV parking. RV lodging can be found at one of the Town's three RV resorts: River Ranch, Red River RV Park, or Roadrunner RV Resort.



Memorial Day Weekend Rally

May 26-30, 2016

Indoor Vendor Policies

Set-up Times

Wednesday, May 25 8:00 am - 5:00 pm
Thursday, May 26 8:00 am - 12:00 pm

No sales may be made on Wednesday, May 25. All vendors must be set-up and ready to open by 12:00 pm on Thursday, May 26.

Vending Dates & Times

Thursday, May 26 12:00 pm - 6:00 pm
Friday, May 27 10:00 am - 8:00 pm
Saturday, May 28 10:00 am - 8:00 pm
Sunday, May 29 10:00 am - 6:00 pm

Break-down Dates & Times

Sunday, May 29 6:00 pm - 8:00 pm
Monday, May 30 7:00 am - 12:00 pm

All vendors must be out of the exhibit hall by 12:00 pm on Monday, May 30.

Vendor Spaces

Full payment must accompany your returned application and required documents or no space will be reserved. Visa, MasterCard, cash, cashier's checks, or money orders will be accepted as payment. Applications will not be accepted after May 23, 2016.

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- Smoking is not permitted inside the Red River Conference Center.
- Only trained service animals are allowed inside the Red River Conference Center.

For additional information please contact Kathryn at:

575-754-1708 ext. 1
kbillingsley@redriver.org

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**NEW THIS YEAR at the
2016 Memorial Day Weekend
Policies for ALL Vendors**

Set-up Day

No sales are allowed on set-up day, Wednesday, May 25, 2016 per Red River Ordinance #2003-01.

Tear-down Day

Monday, May 30. If sales on Monday you will be charged an additional \$100 vendor fee.

Refundable Space Deposit for Tents

A \$100 Refundable Space Deposit Fee is required for all outdoor booth spaces utilizing tents. **Absolutely NO STAKING** is allowed as it damages our water and power lines in Brandenburg Park. If you are caught staking, you will lose your deposit and be liable for the damages.

Booth Location Reservations

The Municipal Lot will no longer be utilized for vendor spaces. Vending locations include: Brandenburg Park and inside the Conference Center. Booth locations will be given on a first-come first-served basis. After you have submitted your application with all the proper documentation and fees, a booth space will be assigned to you. We will do our best to accommodate booth location preferences.

Internet

Wireless internet is available to vendors for \$5/a day. Please be aware that when large amounts of people are in town, the service is sometimes problematic. We encourage you to bring a wireless device of your own to process credit card sales.

RV Parking

No RV parking will be permitted in the Municipal Lot. RV lodging can be found at these three resorts:

River Ranch | 575.754.2293

Roadrunner RV Resort | 575.754.2286

Red River RV Park | 575.754.6187

Recycling

Red River kicked off its recycling program in November 2014. Please help us to reduce, reuse and recycle by utilizing the receptacles in the Municipal Lot (located at the cross streets of Jacks and Sixes and River Street). Items accepted are: cardboard, glass, mixed paper, aluminum, tin, and plastic.

Gross Receipts Tax

The current Gross Receipts Tax is 8.4375%.





**2016 Memorial Day Weekend
Vendor Application
May 26-30, 2016**

Contact Name: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____)____ - _____ Cell:(____)____ - _____ Fax:(____)____ - _____

E-Mail: _____

Type of Vendor (check all that apply):

- T-shirts Apparel Patch Sewing Leather
 Motorcycle Parts/Accessories Eyewear Tattoo Jewelry
 Non-Profit (10x10-outdoors only) Other (describe) _____

List ALL items for sale (any item not listed will not be allowed for sale in your booth):

I understand that Red River Memorial Day Rally and Red River Memorial Day Run are Federally Registered Mark and Trademark of the Town of Red River, New Mexico. Use by all others is prohibited without written permission.

_____ Initial Here

Are you using the Trademark Red River Memorial Day Rally or Red River Memorial Day Run in your merchandise?

____ YES ____ NO

If you checked yes on the question above, you are required to submit your design to the Town of Red River for approval and follow the Trademark procedures. See attached page on Trademark Policy for further instructions.

The following forms of payment will be accepted: Visa, MasterCard, Cash, Cashier's Check, or Money Order. No spots will be held without receipt of payment in full, CRS compliance letter and a signed copy of Red River Trademark Policies.

The fees below include itinerant vendor fee for 4 days. Each additional day is \$100.00.

INDOOR BOOTH

10x10 \$700.00 _____	10x40 \$1,200.00 _____	20x40 \$1,600.00 _____
10x20 \$800.00 _____	20x20 \$1,200.00 _____	
10x30 \$1,000.00 _____	20x30 \$1,400.00 _____	
6' table (\$10/day) _____	Chairs (\$2/day) _____ (available inside only)	

OUTDOOR BOOTH

Please include any trailer hitches or awnings in the size of your requested space.

10x10	\$700.00	_____	20x20	\$1,200.00	_____
10x20	\$800.00	_____	20x30	\$1,400.00	_____
10x30	\$1,000.00	_____	20x40	\$1,500.00	_____
10x40	\$1,200.00	_____			

If using a tent, you are required to pay a \$100 refundable space deposit. Please note that absolutely NO staking is allowed in Brandenburg Park as it damages our water and power lines.

Which are you using for your outdoor booth? (Circle One): Trailer Tent

Do you need electricity?

___ YES ___ NO

Do you want wireless internet at \$5/day?

___ YES ___ NUMBER OF DAYS

Please note only 110 volt/20 amp outlets are available. If you require more amperage, please make plans to provide your own electrical source.

Food Vendors Only: 220 volt/50 amp outlets are available. If you require more amperage, please make plans to provide your own electrical source.

Please add up all booth spaces, space deposit fees, and internet charges. What is your total due to the Town of Red River? \$ _____

My signature states that the business name listed is the business that will be vending only the listed items above at the 2016 Memorial Day Rally (absolutely no subleasing is allowed). Additionally, I have read, understand, and will abide by ALL of the attached policies including the new Red River Memorial Day Rally and Red River Memorial Day Run Trademark Policy.

Vendor Signature

Date

Printed Name

Mail your completed application with payment in full, CRS compliance letter, and signed Trademark Policy to:
Town of Red River
Attn: Conference Center
PO Box 1020
Red River, NM 87558

***Your application will not be accepted unless it is accompanied by payment in full (Credit Card, Cash, Cashier's Check, or Money Order), a copy of your CRS Compliance Letter from NM Taxation & Revenue, and signed Trademark Policy. See attached instructions on how to obtain compliance letter.**

___ Cash ___ Cashier's Check ___ Money Order ___ Visa ___ MasterCard

Name on Card: _____

Card # _____

Expiration Date: ____/____/____ 3 Digit CVN: _____ Total Amount \$ _____

Signature: _____

Instructions for Obtaining a CRS Compliance Letter from New Mexico Taxation & Revenue

- Go to the New Mexico Taxation and Revenue Department's website: <https://tap.state.nm.us>
- On the home page under businesses, select **Check CRS Status**
- The **TAP CRS - Status Verification** page will open
- On this page you will enter the following information in the appropriate boxes:

CRS ID

5 Digit Zip Code

Last Four Digits of the FEIN, SSN or ITN

- Once you have entered the above information in the appropriate boxes, you will click on "Next"
- The next screen will ask you to verify that the information you entered is correct. If the numbers entered are correct, click on "Submit"
- Your CRS Tax Account Status Form will open. The third line will show your compliance status
- Select "Print Confirmation Number" in the lower right corner of the screen to print a copy of your compliance

If you have any questions regarding your CRS account or need assistance with obtaining compliance confirmation, please contact:

Patricia Martinez (505) 827-0601 Audit & Compliance Division NM Taxation & Revenue

William Wheat (505) 827-0935 Audit & Compliance Division NM Taxation & Revenue

**Red River Memorial Day Rally
Red River Memorial Day Run
Trademark Policy**



Please note that this document must be signed and submitted with your application or your booth space will not be reserved. We will not accept payment until this form has been received.

Red River Memorial Day Run and Red River Memorial Day Rally are Federally Registered Mark and Trademark of the Town of Red River, New Mexico. Use by all others is prohibited without written permission.

The royalty fee for use is \$1.00 per imprinted clothing item payable upon arrival. If approved for use of the trademark, you will be required to submit an invoice to the Tourism Department showing the quantity of items you ordered. Again, you pay a royalty on all clothing items imprinted, not sold. Non-payment or inaccurate reporting will jeopardize future space at the rally.

ALL clothing designs utilizing the trademark are to be submitted to the Town for approval. The deadlines are as follows:

February 26, 2016: Submit design to mgallagher@redriver.org for approval

2nd week of March: You will be notified as to whether your design was approved

May 23, 2016: Submit an invoice for your trademark imprinted clothing items to mgallagher@redriver.org

May 25, 2016: Pay your royalty fees upon check in at the Red River Conference Center

Please note that design submission does not guarantee approval.

By signing this document I affirm that I have read, understand, and will comply with all Town of Red River Trademark Policies and understand failure to do so will result in my inability to sell merchandise at the 2016 Memorial Day Rally and legal action.

Printed Name

Signature

Date