



Rough Rider Motorcycle Rally Inc.

P.O. Box 51

Las Vegas, New Mexico 87701

505.429.1624

www.roughridermotorcyclerrally.com

July 27, 28 & 29 2018

2018 Vendor Application

Fees

Vendor fees are **\$30.00 per front foot**, if application and entry fee is received by **June 30, 2018**. (NSF checks will void the application).

Vendor applications and payments received on or **after July 1st**, will be subject to a **\$35.00 per front foot** fee.

There are additional fees for booths wider than 14 feet. The fees for a booth exceeding 14 feet in width must be negotiated and confirmed with a Rally Official.

All applications are subject to staff approval and verification. Submission of application does not guarantee a space. Vendors will be notified of booth application approval. Early applications will allow the staff to review and notify applicants in a timely manner.

Rough Rider Motorcycle Rally, Inc. reserves the right to deny any application and/or vendor that it deems not appropriate for its venue.

Applicants need to complete Vendor Application in full. Include this sheet with your application.

Booth name and signature below indicates agreement with Rally fees.

Booth Name: _____

Applicant Printed Name and Signature

Date



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BOOTH APPLICATION

ATTENTION VENDORS:

In order to protect the integrity of the organization, Rough Rider Motorcycle Rally Inc. **controls the trademark rights** for “Rough Rider Motorcycle Rally.” **Any use of the trademark/words for retail purposes will require the explicit written permission and payment of a negotiated fee to Rough Rider Motorcycle Rally Inc.** Contact a Rally Official for more information.

ATTENTION TO ALL VENDORS:

Food vendors that prepare food on site will only be allowed on the street or paved area. Fees in the Park or on the street are the same, \$30.00 per front foot before June 30th and \$35.00 after July 1st. All other vendors will be in the park. Food vendors are encouraged to contact the Rally early for space availability. Call 505-429-1624.

Fees for booths exceeding 14 feet in width must be negotiated and confirmed with a Rally Official

Booth spaces may be limited - sending in an application does not guarantee a booth space or a specific location.

The selling of knives or weapons is prohibited. Vendors selling illegal and prohibited items will be subject to closure and forfeiture of fees.

There are power lines and utilities underground. Driving stakes into the ground is dangerous and prohibited! The use of sand bags or weights is permitted.

Rough Rider Motorcycle Rally, Inc. reserves the right to accept only those applications that are in the best interest of the Rally

I have read and understand the above information.

Vendor Signature

Date

Vendor/Booth Name: _____

Owner/Contact Name: _____

E-Mail Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Cell: _____

Major Items to Be Sold:

1. _____ 3. _____

2. _____ 4. _____

Fees:

Front Foot Booth Length (*Booth width not to exceed 14'*)..... _____ ft. X \$30.00 = \$ _____

(*FOR APPLICATIONS RECEIVED ON OR AFTER JUNE 30, 2018*) _____ ft. X \$35.00 = \$ _____

Booth width more than 14' fee to be negotiated with Rally Official.

Contact Rally Official to set fees, before sending application\$ _____

Total Booth Fee.....\$ _____

See details in Booth and Rate Section to determine applicable fees. Contact (505) 429-1624 for details.

Booth Type & Size

(This is important information in order to locate your booth in the best available area and to avoid problems when you set-up)

Type of Booth: _____ Tent _____ Canopy _____ Site Built _____ Enclosure _____ Table _____ other

Size of Booth: _____ Length: _____ Width (depth): _____

(*Include the canopy, as part of the length or width*)

BOOTH SPACE AND LOCATIONS

“Booth Space” means the entire area (footprint) taken up by the vendor and includes awnings, displays, extensions, customer seating or accessory units.

The booth rate of \$30.00 (\$35.00) per front foot is determined by the longest dimension of your booth (LENGTH). In order to qualify for this rate, your booth must not exceed 14 feet in width, WIDTH is determined by the shortest dimension of your booth.

Fees for larger booths, booths exceeding 14 feet in WIDTH, will be set on a case by case basis by the Rally. The standard \$30.00 per front foot fee (\$35.00 after July 1st) will apply with additional costs assessed based on the width and area taken up by your booth. The size of your booth and the availability of space, as determined by the Rally, and will determine if your application will be accepted. Fees for large booths are to be negotiated before the application is submitted.

ELECTRICAL

220 CURRENT IS NOT AVAILABLE. Because of the configuration of the Plaza Park for the Motorcycle Rally, electrical service is limited. Applications for Plaza Park booths will also be considered based on electrical demand. Please provide the following information:

Describe all electrical equipment that will be used at peak hours, amperage draw if known (i.e. lighting, lifts, iron presses, etc.).

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Vendors are responsible for their own electrical extension cords and shall use heavy duty, UL Listed Cords specified for amps needed. These are a requirement to prevent the tripping of breakers or injury.

Draw a floor plan/footprint of your booth above, include dimensions. Indicate openings or awnings.

Remember, driving stakes into the ground (park) is not permitted - weights such as sandbags must be used to hold down canopies or tents. (A limited number of sandbags will be provided by the Rally on a first come first serve basis) There are power lines and utilities underground! Driving a stake into the ground is dangerous. Vendors causing any damage to City property will be held responsible.

REQUIREMENTS FOR ALL APPLICATIONS:

Applications must be submitted (e-mail, personal delivery or postmarked) by June 30, 2018. Upon receipt of your application, the Rally staff will review it and notify you if your application was accepted or if additional information is required. If the application is accepted, the Rally will notify the vendor, sign the Vendor Agreement and keep it on record.

Vendors are to submit the full fee with their application. A 50% refund is applicable with proper notice prior to July 15, 2018. Vendors canceling their booth after being accepted must send written notice, via e-mail or regular mail postmarked by or before July 15, 2018. The fee is non-refundable thereafter. Applications not accepted by the Rally staff will receive a full refund.

Money orders, cashier's checks or personal checks must be made out to: Rough Rider Motorcycle Rally Inc. and mailed to P.O. Box 51, Las Vegas, New Mexico 87701

Vendors must obtain a Business Registration License (\$35.00) issued by the City of Las Vegas, Community Development Department, 1700 N. Grand Ave. Las Vegas, New Mexico 87701. (505) 454-1401. A City representative will be available during setup. The Rally does not recommend obtaining a Business Registration license until your application has been approved by the Rally.

The Rough Rider Motorcycle Rally reserves the right to reject any application that is not in the best interest of the Rally.

GENERAL RULES & POLICIES

Days and Hours of Operation:

Friday July 27th 7AM Booth Setup--Vendors gather at Valencia parking lot or West Las Vegas Schools parking lot (TBD) for staging. If you are late for setup, there may be difficulty getting you into your specified location.

Booths Open after set-up and any necessary inspections

Saturday July 28th Booths Open—See Rally schedule for event times

Sunday July 29th Booths Open—See Rally schedule for event times

Booths may begin breakdown after the Blessing of the Riders (Approximately 10:30 AM)

All booths must be dismantled and/or removed from the Plaza no later than 4:00 p.m., Sunday July 29, 2018.

Booth Setup: Begins at approximately 7:00 AM or at such time the City permits setup (all vendors are responsible for their own booth construction material, wiring, lights, etc.).

Staging Area: Rally Officials will meet to discuss setup process and requirements with all vendors at the TBD parking lot on July 27, 2018 at approximately 7:00 a.m. Vendors shall park their trailer units and/or vehicles in this area prior to being directed to the Plaza Park area.

Goods For Sale: Vendors are not allowed to sell items and or goods other than those permitted by this agreement. **The Rally owns the trademark rights for “Rough Rider Motorcycle Rally.”** Any use of the trademark/words for retail purposes will require the explicit written permission and payment of a negotiated fee to Rough Rider Motorcycle Rally, Inc. Contact a Rally official for more information.

Food Booths requiring a food permit are those determined as such by the New Mexico Environmental Department.

Solid Waste Fee: There is no solid waste fee this year, However, Vendors are expected to keep the area around their spaces clean of all debris. At the conclusion and dismantling of booths and before leaving, the vendor shall assure space is cleaned of all trash.

Inspections: The local Fire Marshall shall inspect booths prior to operation; Food Booths are subject to inspection by the New Mexico Environmental Department. All Food Vendors should contact the New Mexico Environment Dept. at 505-425-6764 after being approved by the Rally to obtain necessary food permits. An LP State Inspector will be conducting inspections on all propane bottles. The State of New Mexico imposes fees (approximately \$15.00 to \$20.00) for this inspection. All fees are the responsibility of the vendor.

Reporting Gross Receipts: Please report your Rally gross receipts earnings on your due dates for reporting CRS Taxes.

Fire Dept. Requirements: All booths are required to have at a minimum a 5 lb. fire extinguisher. Food booths and booths with a high fire load may be subject to additional requirements, as determined by the local inspector. For additional information contact the Las Vegas Fire Department at 505-425-6321.

LICENSE AGREEMENT

This LICENCE AGREEMENT made and entered into this _____ of _____ 2018, by and between the Rough Rider Motorcycle Rally, Inc. hereafter referred to as the LICENSOR and the Booth Concession Vendor, hereafter referred to as the LICENSEE.

WHEREAS the LICENSOR, a Non-profit Corporation, has been empowered, to license concession booth spaces during the Rough Rider Motorcycle Rally.

NOW THEREFORE, in consideration of the mutual covenants hereafter stated, the parties agree as follows:

The LICENSOR hereby grants to the LICENSEE for the purpose of construction and operation of a bike(r) accessories, information or food booth, during the Rough Rider Motorcycle Rally. Rules and regulations of the Fire Marshall, the City of Las Vegas and Rough Rider Motorcycle Rally or their designees shall be abided by all vendor participants for operating aforementioned booths.

The term of this license shall be for a period of three (3) days commencing on Friday, July 27 through July 29, 2018.

In order to protect the integrity of the organization, Rough Rider Motorcycle Rally **controls the trademark rights** for "Rough Rider Motorcycle Rally." **Any use of the trademark/words for retail purposes will require the explicit written permission and payment of a negotiated fee to Rough Rider Motorcycle Rally, Inc.** LICENSEE agrees to abide by this requirement. Contact a Rally Official for more information

LICENSEE is expected to deal honestly and fairly with the public. Any attempt to defraud or misrepresent the public will be considered sufficient cause for revocation of the License.

No drug paraphernalia will be allowed to be sold and or devices that may be harmful to the general welfare and safety of the general public. If, at the discretion of the Las Vegas Police Department, a booth is in possession of such items, the vendor will be asked to cease the sales of these items. Refusal to do so may result in confiscation of items and/or closure of said booth.

There shall be no refund of any fee if for any reason should the LICENSEE cancel or breach this license during the Rally or after July 15, 2018. A 50% refund is applicable with proper notice prior to July 15, 2018.

Construction/setup of booths will commence approximately at 7:00 a.m., July 27, 2018. Prior to operation, the Local Fire Department shall inspect all Booths. All Booths with LP Propane Tanks will be inspected by the LP State Inspector who may impose an applicable fee. All Food vendors shall be permitted and inspected by the New Mexico Environment Department prior to operation.

All vendors should be in place and ready for operation by 12:00 p.m. on July 27, 2018. All vendors shall cease operation on July 29, 2018 and booths must be removed by 4:00 p.m. on July 29, 2018.

LICENSEE agrees to the following; maintain and keep clean of any debris the area around their space for the duration of the Rally; agrees that at the conclusion of the dismantling of the booth the vendor shall assure the entire space is left clean.

LICENSEE agrees that any violation of any of the terms and stipulations of this License or any rules adopted by the Rough Rider Motorcycle Rally shall cause a revocation of the License and forfeiture of all fees, rights and privileges granted to the LICENSEE, in which case all sums paid become the property of the LICENSOR.

LICENSEE agrees that in the event all or any portion of the activities of the Rough Rider Motorcycle Rally are cancelled or postponed upon the advice or order of civil authorities, and if in the opinion of the LICENSOR, such cancellation or postponement justifies or dictates the closing of any booth or booths, said booths may be closed by the LICENSOR without any liability for any damage or loss incurred by the LICENSEE thereby, and all sums paid to the LICENSOR hereunder shall remain the property of the Rough Rider Motorcycle Rally.

The LICENSEE agrees to defend, protect, indemnify and hold the Rough Rider Motorcycle Rally Inc., its members and employees harmless from any personal injury or property damage resulting from the 2018 Rough Rider Motorcycle Rally.

PLEASE READ, SIGN AND SUBMIT THIS AGREEMENT WITH YOUR APPLICATION

(Please sign below)

Booth Vendor Signature _____
Date

APPROVED:

Rough Rider Motorcycle Rally Official Signature _____
Date