

Bitter Lake

national wildlife refuge



Dragonfly Festival Vendor Contract

Visit us at <http://www.friendsofbitterlake.com> for more information.

Vendor space is \$30 for each booth. Only 10 vendor and up to three food vendor booth spaces are available. Booth space is approx 10' x 10'. Friends of Bitter Lake will provide the tent for the regular vendors. All regular booths will be under one large tent. Tables, chairs and electricity are not provided.

This contract shall be an agreement between the Friends of Bitter Lake NWR and the undersigned vendor for the 2010 Dragonfly Festival according to the terms as follows:

- This completed and signed application must be received by August 30th, 2010, with the balance paid in full. Please remember, booth space is highly limited and will be awarded on a first come/first serve basis.
- Vendor shall abide by all Rules and Regulations set forth by Bitter Lake. The Vendor agrees to hold harmless the Friends of Bitter Lake NWR or Bitter Lake NWR, and their employees, volunteers, from any damages or stolen property during the Festival.
- Spaces will be assigned by the Friends according to type, availability and date of payment received.
- Vendor times: set-up can be made the evening before the Festival (Sept. 10) or beginning at 8 a.m Sept. 11. Vendors may clear after 5 p.m. on Saturday, September 11th.
- Vehicles may not drive on grass or off of designated roadways. Towing vehicles must be removed from vendor area during hours of operation.
- Vendors are permitted to sell products, activities, games, entertainment, arts and crafts. Vendors cannot sell products that are carried in the Friends of Bitter Lake Nature Store. (I.E. T-shirts, books, etc. are allowed - as long as there are none of the same exact design or titles in the store). Only one of each type of food vendors will be allowed (i.e. one for roasted corn, one for burgers and dogs, one for sno-cones - all may be allowed to sell drinks)
- NO NOT dump anything on the ground. Anyone using grease or oil must dump the waste in proper receptacles. We do not provide receptacles for grease or oil.
- All food vendors must have a working certified fire extinguisher in their booth.
- All food vendors must have a current food operator's license. Health inspectors may be on site to check all food booths. You can get a license at the Environment Department office located 1914 W. Second or call (575) 624-6046 for information.
- Eating and drinking in food booth is prohibited by the NM Health & Environmental Department. Please observe this law.
- All vendors are responsible for their own tax obligations.
- Friends of Bitter Lake NWR does not warrant or guarantee sales of the vendor products during the Festival.
- Cancellations must be made to the Friends of Bitter Lake in writing by August 15, 2010. A \$15 cancellation fee will be charged.

Business Name: _____

Type of Booth: _____ Product(s): _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Website: _____

Email: _____

For questions, please contact Juliana Halvorson, 575-317-1568, info@graphmaster.com
Please mail your check and completed form to:
Bitter Lake NWR | 4065 Bitter Lakes Rd. | Roswell, NM 88201