



City Of Las Vegas, NM

Fiesta Vendor Application

General Information

Application with appropriate fees must be received by Friday June 13, 2025 by 5:00 PM.

Applicant name: _____

Business name: _____

Booth name: _____

Mailing Address: _____

Contact phone and email: _____

Booth type: _____

(Food \$45/ft. - Treat \$35/ft. - Novelty \$35/ft. - Games & Art \$35/ft.)

Attention Novelty Vendors

The following items will NOT be accepted for sale during the 4th of July Fiestas:

- Silly string
- Drug paraphernalia or any device that can be used as such
- Weapons;
- Toys appearing as weapons (including any that launch projectiles)
- Gang attire or product with affiliation
- Play cigarettes
- Stink bombs
- Fireworks of any kind

If at the discretion of the Police Department a booth is in possession of any of the above items, the vendor will be asked to cease the sale of these items. Refusal to do so may result in the confiscation of the items and/or closure of the booth. All merchandise **MUST** stay within the confines of the booth space.

Novelty Vendors:

List items to be sold on a separate piece of paper. **(Be VERY specific; items not listed will not be accepted during the event.)**

BOOTH INFORMATION

(You MUST complete this portion of the application in full, if any spaces are not applicable type N/A)

VENDORS ARE NOT GUARANTEED THE SAME SPACE EACH YEAR.

BOOTH STRUCTURE

Other MEASUREMENTS

Booth Dimensions(Please include additional structures like open door swing, canopies, propane tanks in your calculations:

NOTE: Vendors will be charged an additional \$100 fee for additional space not included in the application. Fees must be paid by check or credit card by deadline.

ELECTRICAL SOURCE (Vendor must specify 110 or 220. Changes cannot be made during set up.)

NOTE: Historic Plaza Park is equipped with a limited number of 220 circuits. All other vendors in the park are provided with 20 and 30 amperage, 110 voltages. Vendors are urged to limit cooking appliances during operation in order to avoid overloading circuit breakers. Bridge Street has electricity available to vendors.

In addition to your Overhead View drawing below, you MUST include a photo of the front of your booth with your application. Photos must be clear and in color. You MUST include any hitches, side ramps, propane containers and any additions to the sides of your set up.

NOTE: Driving stakes into the ground (park or pavement) is not permitted; weights such as sandbags or water buckets should be used to hold down canopies/tents.

WARNING: There are power lines and utilities underground. Driving a stake into the ground could be dangerous to your health. Vendors causing any damage will be held responsible and will be liable to reimburse the City of Las Vegas and/or Utilities Department.

Draw a floor plan/footprint/overhead view of your booth with dimensions. Indicate openings or awnings. If your booth is a trailer, show the hitch and on what side the booth opens. Show or describe any accessory units needed to serve your booth, such as supply trailers, refrigerated trucks, etc. Drawing must include the canopy hitch and/or openings as part of the length or width.

DRAW OR ATTACH OVERHEAD VIEW OF BOOTH (Show both length and width and record information in space provided; use an additional sheet if needed.)

(drawings may be emailed as an attached as a file in or submitted in person to the Event Planner)

APPLICATION WILL NOT BE ACCEPTED WITHOUT THESE DRAWINGS.

VENDOR TERMS & CONDITIONS (PLEASE READ THOROUGHLY)

If accepted as a vendor, you and/or your group **MUST** agree to the following terms and conditions:

All rules and regulations stated in this application as set forth by the City Fire Department, Chief of Police, and City of Las Vegas or their designees, shall be abided by all vendor participants during the 4th of July Fiestas.

The term of this agreement shall be for a period of four **days commencing on Thursday July 3, 2025 through Sunday, July 6, 2025.**

Construction/set up of booths will commence at approximately **6:00 AM on Thursday July 3, 2025 (staging on Bridge Street).**

The vendor is expected to deal honestly and fairly with the public. **ALL prices** including applicable credit card fees must be visibly posted for all paying customers. Any attempt to misrepresent to or defraud the public will be considered sufficient cause for revocation of the privilege to sell at the Fiestas.

MANDATORY FOR ALL VENDORS:

- The City of Las Vegas reserves the right to assign vendor spaces based on what the City deems to be safe and in the best interest of the Fiestas.
- All vendors should be in place and ready for operation by **11:00 AM on Thursday July 3, 2025**. All vendors shall cease operation by **11:00 PM on each night**, and booths **MUST** be removed and dismantled by **11:00 PM Sunday, July 6, 2025**.
- Vendors who have not totally dismantled and removed their booths as required shall be subject to additional assessments. These assessments are to cover additional expenses incurred by the City caused by the vendor's failure to comply.
- **NO PARKED VEHICLES WILL BE ALLOWED BEHIND BOOTHS. The City of Las Vegas will strictly enforce this provision.**

Inspections and Licensing

- All booths are required to have, at a minimum, a 5lb fire extinguisher.
- Food booths must have a Type K fire extinguisher and booths with a high fire load may be subject to additional requirements as determined by the local inspector.
- For additional information, please contact the Las Vegas Fire Department at 505 425-6321.
- An LP State Inspector will conduct inspections of all propane bottles. The State imposes a fee of \$15 to \$20 for the inspection to be paid on site to the State Inspector.
- The Las Vegas Fire Department shall inspect all booths prior to operation.
- Food booths are subject to inspection by the New Mexico Environment Department. All food vendors should contact the New Mexico Environment Department at 505 454-2800 prior to the Fiestas to obtain the necessary food permits.
- If a vendor desires space behind their booth (storage etc.) that exceeds what the City/Fire Department considers to be reasonable and/or safe, additional fees or removal may apply.
- Vendors must obtain a Business License (\$35) issued by the City of Las Vegas Community Development Department, 1700 N. Grand Avenue, Las Vegas, NM

87701. The Business License Application must be completed and paid for prior to **Friday June 13th, 2025**. If the approved vendor has not obtained a valid Business License, the vendor will not be allowed to set up. The City of Las Vegas does not recommend obtaining a Business License until your Vendor Application has been approved.

- Assigned booth number and city business license must be prominently displayed at all times.

The following pages apply to food and treat vendors only.

Booth Requirements

1. Fire Extinguisher Type K Fire Extinguisher with a current inspection tag. The extinguisher shall be mounted in a visible and accessible location. All booth attendants should be familiar with its operation.
2. First-Aid Kit An eight (8) unit First-Aid kit.
3. Fire Blanket Close weave wool or cotton blanket shall be available at all times. Synthetic fabrics will not be allowed.
4. Assigned Number and City of Las Vegas Business License Shall be prominently displayed at all times.
5. Booths Shall be upright in a safe and sound manner
 - a. Roof/ceiling shall be of a non-combustible material, i.e., corrugated metal or sheetrock.
 - b. Side walls shall be of plywood (minimum 5/8") with 2x4 studs.
 - c. Doors and/or other openings shall be protected with wire mesh. Plastics or other combustible materials shall not be used.
 - d. Serving counters or rails must be splinter/snag free.
6. Fire Hydrant No booths of any kind or other obstructions are allowed within 15 feet of a fire hydrant.
7. Butane or Other Gas Containers
 - a. All containers must be located outside the booth, building or enclosure with a minimal distance of 10 feet away. (IFC 2003-2004 .16.2.2) Safety release valve shall be pointed away from tent, canopy, or membrane structure.
 - b. All containers must be secured in position (usually in an upright position) so that vapor only will be present at the vapor service valve. The secured container device such as a chain must be able to support the weight of the container plus the container's contents (securely anchored so as to prevent accidental tipping over).
 - c. All containers must be approved LP Gas Containers.
 - d. Any DOT cylinder for LP gas must be marked with the requalification date if the container is more than twelve (12) years old. There shall be a slip or tag indicating bottles and appliances have been inspected by a licensed and certified LP gas distributor.

- e. All containers must be leak free.
 - f. Any LP gas containers showing excessive rust, corrosion, pitting or denting shall not be used. The bottom of each container shall be checked for these conditions.
 - g. All portable DOT cylinders must have a fixed "warning" label that includes information of the potential hazard of LP gas.
 - h. Outlets for all unused containers shall be capped or plugged. The vapor service valve must be sealed when the container is not in use.
 - i. When a container's water capacity is greater than 239 pounds (25 gallons), an LP gas permit must be obtained before using such a container.
8. Filling of Containers
- a. Filling of LP gas containers on site shall not be allowed. Containers must be taken to an LP gas distributor company to be refilled.
9. Leak Test
- a. A leak test shall be performed each day before the food booth is opened for business, anytime a cylinder is exchanged, and anytime the LP gas system is modified.
 - b. All butane/propane bottles and connections shall be inspected for leaks by the City of Las Vegas Fire Department or the State of New Mexico LP Inspector.
 - c. The entire system must be free of leaks.
 - d. Soap (without ammonia) mixed with water or a combustion gas hand held electric leak detector can be used for detections.
10. Hose
- a. The only hoses that shall be used are those approved for use with LP gas.
 - b. The hose end coupling must be installed as recommended by the hose manufacturer. (An automotive screw type clamp installed on the end of the hose is unacceptable.)
 - c. All hoses must be leak free.
 - d. All hoses must be kept out of the way of foot and vehicular traffic.
11. Appliances
- a. All appliances used in food booths must have an accessible shut-off valve near the appliance that can be easily closed in case of an emergency.
 - b. Only appliances that are leak free and approved for the use of LP gas shall be used
 - c. All appliances must be commercial grade NSF.

City of Las Vegas Fire Department Food Booth Requirements

1. Stove Areas

A. All cooking appliances shall be kept clean and free of excess grease at all times. A non-flammable backing (sheet metal) is required behind each cooking stove. Backing shall extend 10 inches beyond the cooking side area and 36 inches above the cooking area. There shall be a 9 inch clearance from the cooking surface to any combustible material.(NFPA 96-4.2.3.1) and 16 inches clearance between grease fryers and open flames.

2. Fuel

A. Booths using Coleman-type stoves shall provide metal storage containers for extra fuel cans, not to exceed 6 (six) gallons.

3. Charcoal

A. Vendors using charcoal will provide a suitable hood and chimney. All combustible materials shall be kept away from food and chimney flues.

4. Metal Trash Cans

A. Metal trash cans with tight fitting lids must be provided for use outside the booth. Cans shall be lined with plastic bags and emptied as required at a designated area. Cans outside the booth for use by the public must meet the same requirements.

5. Housekeeping

A. It will be the duty of the booth operator to maintain the area on a continuing basis and see that the area adjacent to the booth is kept clean and neat at all times.

6. Safe Electrical Use

A. The City of Las Vegas Fire Department and/or electrical inspector shall inspect all electrical wiring.

7. Lighting

A. Fluorescent lights with a shatter-proof cover or shatter-proof sleeves are required. Incandescent light bulbs shall be of the shatter-proof type.

8. Exits

- A. All exits shall be kept free and clear of any obstructions at all times.

9. Cleaning

- A. Hoods, grease removal devices, fans, ducts, and other accessories shall be cleaned on a daily basis. Grease pits and gray water tanks must be used. Gray water and grease waste are NOT to be dumped in street drains. Fines will be assessed.

10. Electrical Extension Cords

- A. Must be provided by the vendor and must be heavy duty.

All Vendors agree to the following requirements:

- To maintain and keep clean of any debris the area around their space for the duration of the 4th of July Fiestas;
- At the conclusion of dismantling booths, vendors shall assure that the entire space is left clean. Vendors are not to use rollout trash bins in Historic Plaza Park. Dumpsters will be located on the outskirts of the park for vendor use. A dumpster will be provided specifically for cardboard.
- Grease pits and gray water tanks must be used; gray water and grease waste are not to be dumped in street drains. A \$250 deposit is required with all vendor applications. Failure to adhere to this requirement will result in a \$300 fine, forfeiture of deposit, and or booth removal.
- Vendor agrees that any violation of these Terms and Conditions, or any other rules adopted by the 4th of July Fiestas, shall cause a revocation of the privilege to sell at the 4th of July Fiestas. All sums paid will not be prorated and will become property of the City of Las Vegas.
- Vendor agrees that in the event all or any portion of the activities of the 4th of July Fiestas are canceled or postponed upon the advice or order of civil authorities, (City, County, State, Federal}, and such cancellation or postponement justifies or dictates the closing of any booth or booths, said booths may be closed by the City of Las Vegas without any liability for any damage or loss incurred by the vendor, and all sums paid to the City of Las Vegas hereunder shall remain the property of the City of Las Vegas.
- Gross receipts tax shall be paid to the City of Las Vegas (GRT rate is 8.395%). Report all Fiestas Gross Receipt Tax Earnings in Las Vegas by the required dates for GRT Taxes.
- The vendor agrees to defend, protect, indemnify and hold the City of Las Vegas, its employees, designees, and the Las Vegas Fiestas Advisory Committee and its members harmless from any personal injury or property damage resulting from the Fiestas.
- By signing this document, the vendor acknowledges and agrees to all components of the Fiestas Vendor Application and the Terms & Conditions.
- Vendor space must be paid for in full no later than **Friday, June 13, 2025 at 5:00 PM.** NO EXCEPTIONS. Failure to pay all fees and acquire a business license will result in immediate loss of booth space.
- Vendors that have any outstanding balances with the City of Las Vegas will not be accepted for the 2025 Fiestas. To be considered for 2025 booth space, all outstanding balances must be paid in full prior to June 6, 2025

ACKNOWLEDGMENT

I/We have read the terms and conditions in this Vendor Application and understand that by signing below I/we comply with all aspects of this Application/Terms & Conditions. I/We understand that by submitting this Application, approval to provide vendor services for the Fiestas is solely at the discretion of the City of Las Vegas Fiestas

I/We are aware that the Application Packet must be completed and received no later than:
Friday June 6, 2025.

The information provided in the Application is true to the best of my/our knowledge and I/we have not knowingly submitted any false or misleading information.

I/We, _____ authorized representative(s) of _____ do hereby declare that I/we have read and fully Understand and agree to the Terms and Conditions set forth by the City of Las Vegas 4th of July Fiestas Advisory Committee.

Vendor Printed Name: _____

Sign

Date



NEW MEXICO SPECIAL EVENTS

We are here to help!

WHO IS A VENDOR?

A "vendor" is a person selling merchandise, providing a service or attending to an informational booth. A vendor may also be referred to as a taxpayer.

WHAT IS A SPECIAL EVENT?

A "special event" means an entertainment, amusement, recreational, or marketing event which occurs at a single location on an irregular basis and where merchandise or services are sold.

Vendors who sell at multiple special events in New Mexico must file and pay GRT tax based on the location of each event.

Dear Vendor,

New Mexico needs you to register!

The New Mexico Taxation and Revenue Department is working to improve the tax process for special event vendors. **We will not** be collecting tax payments at the special events. *Failure to register, file and pay may impact your ability to participate in future special events.*

Vendors who take part in special events MUST file and pay using a TRD-41413 Gross receipts tax return by the 25th day of month after the event. This can be completed electronically using the Taxpayer Access Point, www.tap.state.nm.us or on paper form.

This process is aimed at helping you to have the most time for sales and to streamline your NM Gross Receipts tax filing.

Step 1: Register for a GRT ID on our Taxpayer access point website TAP.state.nm.us OR reactivate an existing GRT ID by emailing the completed ACD-31015 form to Business.Reg@tax.nm.gov

Step 2: Attend your special event

Step 3: Log in to TAP.state.nm.us to file and pay your taxes OR mail in your paper return TRD-41413 and paper check.

*Due date to file and pay for the event is 25th of the month after the event.

TRD Website: <http://www.tax.newmexico.gov/>

Mailing address:

NM Taxation and Revenue Dept, PO Box 25128, Santa Fe, NM 87504-5128

TRD Website: <http://www.tax.newmexico.gov/>

District Field Offices:

All District offices are open by appointment only.

Taxpayers may schedule an appointment at district tax offices using the Department's automated appointment system at: <https://wb-nmtaxrevenue.qmatic.cloud/>

For assistance with making an appointment, please call the call center at 1-866-285-2996

Albuquerque District Office: 10500 Copper Avenue Albuquerque, NM 87123 Hours: Monday - Friday 8:00 am - 5:00 pm

Santa Fe District Office: 1200 South St. Francis Drive Santa Fe, NM 87502 Hours: Monday - Friday 8:00 am - 5:00 pm

Las Cruces District Office: 2540 S. El Paseo, Bldg. #2 Las Cruces, NM 88004 Hours: Monday - Friday 8:00 am - 5:00 pm

Farmington District Office: 3501 E. Main Street, Suite N Farmington, NM 87499 Hours: Monday, Wednesday, & Friday 8:00 am - 5:00 pm

Roswell District Office: 400 Pennsylvania Ave., Suite 200 Roswell, NM 88202 Hours: Monday, Wednesday, & Friday 8:00 am - 5:00 pm

For instructional videos check out our YouTube channel:

<https://www.youtube.com/channel/UC5cM2t8EvaVfktonhMwDgNw>

For instructional video on how to apply for a NM Business tax ID see the below link:

https://www.youtube.com/watch?v=bmm_L8Q7Mo8

For information on how to update your business using our online portal please see the below link:

https://www.youtube.com/watch?v=i_Cmh5VclmA



Please be advised that this publication is intended as a general guide and does not constitute a ruling issued pursuant to NMSA 1978, Section 9-11-6.2, does not stop the Department from taking a contrary position in the future and is not a substitute for legal advice.

TAXATION
&
REVENUE
NEW MEXICO