



TOWN OF RED RIVER
TOURISM & ECONOMIC DEVELOPMENT DEPARTMENT

Food Vendor Information Packet

4th of July Parade & Celebration

July 4, 2024

Thank you for your interest in vending at 4th of July Parade & Celebration taking place July 4, 2024 at Brandenburg Park in Red River, NM!

This document will give you an overview of the application process and requirements. As soon as we receive your application, it will be reviewed internally. You will receive feedback within 2 weeks once we receive your application packet.

What is the timeline for the application process?

The complete application packet must be submitted by June 20, 2024 for it to be considered.

1. Fill out the application form (pages 5 and 6) and mail it along with a copy of your NM CRS Compliance Letter, payment, and signed event policies (pages 3 and 4) to:
Town of Red River
Attn.: Tourism Office
P.O. Box 1020
Red River, NM 87558-1020
2. Receive confirmation within 2 weeks once the application packet is received.

Who operates 4th of July Parade & Celebration?

4th of July Parade & Celebration is operated and produced by Town of Red River Tourism & Economic Development Department (ToRR) and Red River Chamber of Commerce.

Where will 4th of July Parade & Celebration take place?

Brandenburg Park, Red River, New Mexico

2023 4th of July Parade & Celebration timeline

Vendor Set Up: Monday, July 4, 2024: 8am – 11pm.

Vending Hours: Monday, July 4, 2024: 11am-6pm.

Vendor Tear Down: Monday, July 4, 2024: 6pm-10pm.

Booth Information

The organizer will provide each vendor with a selected-size booth (10x10, and 10x20) at a location to be determined by the organizer. Complimentary Wi-Fi access will be provided.

Will security be provided?

There will be no overnight security provided for this event. However, the park will be patrolled by local law enforcement during the night hours.

What is the fee to participate?

Booth Size	Fee
10x10	\$100.00
10x20	\$125.00

All of the booth fees include the itinerant vendor fees for 1 vending day (July 4, 2024).

What kind of licenses/permits do I need?

- Each individual business setting up at 4th of July Parade & Celebration is required to have a valid New Mexico CRS Tax ID number and **must be compliant** with the NM Taxation and Revenue Department. You can apply for a NM CRS Tax ID, check your compliance status, print the compliance letter, or submit your tax payments online at tap.state.nm.us. For assistance obtaining a NM Tax ID or compliance questions, please call NM Taxation & Revenue at (505) 827-0951. Application approval is pending confirmation of CRS status with NM Taxation & Revenue. You must be in compliance. **If you are non-compliant, you will not be able to vend in Red River.**
- **The vendor license must be prominently displayed and available for public inspection at all times.**
Any vendor operating without a license is subject to a fine not to exceed \$500.00 and imprisonment not to exceed 90 days.
- **Sales Tax:** All sales are subject to the New Mexico Gross Receipts Tax. Gross receipts tax within the Town of Red River is **8.925 %**. All the vendors are responsible to collect the New Mexico Sales Tax and report it to the New Mexico Taxation & Revenue Department at a timely manner.
- **Food Safety:** Vendors are responsible for securing a temporary food permit through the New Mexico Environment Department. You can reach the Taos Field Office by phone at 575-758-8808 or visit their website at <https://www.env.nm.gov/foodprogram/application-home/>



4th Parade & Celebration

July 4, 2024

Vendor Application

Vendor Name _____
Business Name _____
Mailing Address _____
City _____ State _____ Zipcode _____
Phone _____ Email _____
Website _____
New Mexico Tax ID # _____ Last 4 Digits Fed Tax ID#/SSN _____

Booth Types & Fees:

The fees below include itinerant vendor fee for 1 day: Saturday, June 5, 2021.

- ☐ 10x10 (\$100.00) ☐ 10x20 (\$125.00)
☐ Electricity Needed

Total due to the Town of Red River: \$ _____

My signature states that the business name listed is the business that will be vending only approved items at the 2024 4th of July Parade & Celebration. Additionally, I have read, understand, and will abide by ALL of the attached policies.

Vendor Signature

Date

Printed Name

Mail your completed application with payment in full and CRS compliance letter to:

*Town of Red River
Attn: Tourism Office
P.O. Box 1020
Red River, NM 87558-1020*

Or submit electronically to dortega@redriver.org

Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us.

Credit Card Information	
Card Type:	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover <input type="checkbox"/> AMEX <input type="checkbox"/> Other _____
Cardholder Name (as shown on card): _____	
Card Number: _____	
Expiration Date (mm/yy): _____ CVV (Security Code): _____	
Cardholder ZIP Code (from credit card billing address): _____	

I, _____, authorize Town of Red River to charge my credit card above for agreed upon purchases. I understand that my information will NOT be saved to file for future transactions on my account.

Customer Signature

Date

CHECKLIST:

1. Vendor Application
2. Signed Copy of Vendor Policies
3. Enclosed Payment
4. New Mexico CRS Compliance Letter
5. Sample Menu (Food Vendors Only)

Rules and Regulations

1. _____(Initial Here) It is unlawful for any person to engage in the business of itinerant vending within the town limits without first obtaining a license. For reasons of traffic safety, difficulty of regulation and aesthetics, transient and itinerant vending is prohibited in the Town of Red River except during a special event.

The Town of Red River reserves the right to cause any vendor to cease to sell or attempt to sell any items that, in the opinion of the coordinator, appears to be offensive to the general public, and/or said items are deemed illegal to be sold in the State of New Mexico.

2. _____(Initial Here) Vendors obtain the right to use the assigned vendor booth are responsible for having the space operational during all hours of 4th of July Parade & Celebration.
3. _____(Initial Here) Vendors are not permitted to share a booth space with another vendor. Each vendor must have their own NM CRS number and pay for their own booth.
4. _____(Initial Here) Vendors are responsible for cleaning up their booth throughout the event. All trash should be deposited in the proper receptacles. Please utilize the receptacles located behind the Red River Conference Center on Jacks & Sixes Trail. Failure to properly dispose of trash will result in a \$250.00 fine.
5. _____(Initial Here) Vendors may not loan, give or sublease the booth assigned to them.
6. _____(Initial Here) Any business ownership changes, at any time, require a new application for vending.
7. _____(Initial Here) Food vendors are required to obtain all the necessary permits through the New Mexico Environmental Department prior to the event.
8. _____(Initial Here) Baked goods and all other food products must be properly packaged, kept at proper temperatures (as specified by the NM Environmental Department), and displayed on tables that are covered by a tablecloth.
9. _____(Initial Here) Town of Red River reserves the right to limit the size of the event and reject applications with or without reason. Decisions of ToRR are final.

Cancellation Policy _____(Initial Here)

There will be no refunds for no-shows. If the Vendor must cancel, the Town of Red River will only refund space rented if it can be re-booked. 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.

Booth Assignments _____(Initial Here)

Vendor space will not be confirmed until full payment is received. The booths will be assigned by the Event Coordinator. Vendor shall not sublet, assign, or otherwise transfer or convey any matter in connection with 4th of July Parade & Celebration to any other person, or any of the

privileges conveyed herein, except with the written consent of the Event Coordinator. Booth placement will be assigned to best benefit 4th of July Parade & Celebration and all its participants, as determined by the Event Coordinator.

Cancellation _____(Initial Here)

Town of Red River has the right in its sole and absolute discretion to cancel or postpone the event for any reason or for no reason whatsoever. Should 4th of July Parade & Celebration be postponed or canceled for any Act of God, public safety, welfare or for any reason (or for no reason) whatsoever, Vendor hereby releases and forever discharges Town of Red River, its officials, officers, employees, representatives, agents, and volunteers from any and all liability, losses, harm and claims for damages, and any other actions or claims whatsoever, which result from or arise out of such postponement or cancellation.

(Signature)

(Date)

**TOWN OF RED RIVER
ITINERANT VENDOR APPLICATION**

TOWN OF RED RIVER
PO BOX 1020
RED RIVER, NM 87558
(PHONE) 575-754-2277
(FAX) 575-754-2944

VENDING FEE: \$25.00/day

NAME OF APPLICANT _____

NAME OF BUSINESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____

NEW MEXICO CRS-1 IDENTIFICATION NUMBER _____

LAST FOUR DIGITS OF SS# or FEIN# _____

***APPLICATION MUST INCLUDE A CURRENT CRS COMPLIANCE LETTER FROM NM TAXATION & REVENUE.**

LOCATION/PROPERTY OWNER OF VENDING LOCATION:

DESCRIPTION OF VENDING OPERATION: _____

I agree that any falsification, misstatements, or omissions; including those related to location and goods to be sold, shall result in immediate revocation of this license and forfeiture of the right to operate within the Town of Red River.

I agree that the Town Administrator, Police, or safety personnel may inspect the vending premises. It is further understood that payment of applicable state tax is made a provision of this license.

*Application approval is pending confirmation of CRS status with NM Taxation & Revenue. You must be in compliance.

The Town of Red River and the Red River Conference Center are unable to accept delivery of any items on your behalf. A representative from your company must be present to sign for any deliveries.

Applicants Signature

Gross Receipts Tax is 8.925%

Office use only

Amount Received _____ Date _____

() Check () Cash () Credit Card