



Town of Taos Presents
A Hometown Celebration

April 5, 2017

Dear Food Vendors:

The Town of Taos is now accepting applications for the 2nd Annual Town of Taos Presents *A Hometown Celebration*. This year the celebration will be held on July 4, 2017. If you are interested in participating, please fill out the enclosed applications and return it the Town of Taos Facilities & Events Office located at 120 Civic Plaza Drive or by mail.

5 food vendor spaces are available on a first come, first serve basis.

DEADLINE ALL APPLICATIONS & PAYMENT MUST BE RECEIVED IN OUR OFFICE BY Monday, May 15, 2017.

RULES AND PROCEDURES

1. Provide proof of comprehensive general liability insurance in a minimum amount as required by the tort claims limits of the state of New Mexico the minimum \$1,00,000.00 (one million dollars) per incident. Insurance rider that names the town as additionally insured.
2. All booths need to be set up and READY FOR BUSINESS by 9:00 AM on Tuesday, July 4, 2017.
3. Tables, extension cords, displays, canopy tents, etc are the responsibility of the vendor.
4. Vendors need to keep their children under direct supervision of an adult at all times.
5. All vendors must complete a Town of Taos Special Business Registration Application and applicants must possess a valid New Mexico CRS number from the State of New Mexico Taxation & Revenue Department – *applications without a valid number will not be accepted*. Vendors will be inspected by the Fire Department. The inspection fee is \$25.00.
6. Vendors must apply with the State of New Mexico Environment Department at (575-758-8808) for a Temporary Food Service Permit and must display the permit at your booth for the entirety of the fair.
7. All vendors working with propane need to contact and be inspected by the LP Inspector of the State of New Mexico. The propane inspection fee is \$15.00. Please contact Joe Fernandez directly at 505-795-1631.

In order to allow participants ample time to set up their booths, Kit Carson will be open for set up on Monday July 3, 2017 from 8:00 AM to 5:00 PM and on Tuesday, July 4, 2017 starting at 7:00 AM.

Music Schedule	Entertainment
4:00 PM – 4:30 PM	Mariachi Band
4:40 PM – 5:40 PM	Nosotros Latin Band
6:00 PM – 7:10 PM	Los Texmaniacs
7:35 PM – 9:00 PM +	Ozomatli
9:00 PM +	Fireworks
Attendance up to 5,000	

The Town of Taos is the proud sponsor of *A Hometown Celebration*. We are looking forward to another successful celebration. Your participation is greatly appreciated. **Please submit the application, and Special Business Registration Application with your payment. Applications will not be processed until payment is received in full.**

If you have any questions, please call me at 575-751-2037 or by via e-mail at jesquibel@taosgov.com.

Sincerely,

Judy A. Esquibel
Community Events Coordinator



Town of Taos Presents
A Hometown Celebration

Food Vendor Application

NAME: _____
 BUSINESS NAME: _____
 MAILING ADDRESS: _____
 EMAIL ADDRESS: _____
 CITY: _____ STATE: _____ ZIP CODE: _____ DAY PHONE: _____

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1. Please provide menu. _____

		Fees	Total Amount
_____	10' x 10' Space Food Vendor The fee includes the electricity fee.	\$400.00	+ _____
_____	Special Business Registration	\$10.00	+ _____
_____	Fire Department Inspection	\$25.00	+ _____
TOTAL DUE			= _____

Total Amount Due: \$ _____

****MAKE CHECK OR MONEY ORDER PAYABLE TO:** Town of Taos **CHECK #:** _____

****MAIL FOOD VENDOR APPLICATION
 SPECIAL BUSINESS REGISTRATION APPLICATION:**

**Attention: Judy A. Esquibel, Community Events Coordinator
 Town of Taos Facilities and Events
 120 Civic Plaza, Taos, NM 87571**



TOWN OF TAOS APPLICATION FOR SPECIAL BUSINESS REGISTRATION

All Information must be completed and \$10.00 fee must be submitted for application to be processed

Name of Business: _____ Phone Number: _____

Mailing Address: _____

Fair Applying to: _____ Vendor Permit # VP

Kind of Business: _____

Owner of Business: _____

New Mexico Taxation & Revenue No. _____
(CRS ID No.)

Have you previously received a Special Business Registration from the Town of Taos within this calendar year? No Yes If yes, for which event? _____
(\$10.00 Business Registration fee will not be required)

Section 5.08.020 Special Business Registration Required

It is unlawful for any person to engage in business, operate a booth or stand, or sell goods and/or services during any fiesta, carnival or festival within the town limits without first obtaining a special business registration from the town. **Special business registration fees are ten dollars (\$10.00) for each vendor, booth or stand, and shall be prominently displayed at each booth, trailer or stand. The registration will expire on December 31 on the year issued.** (Ord. 97-53 §1, 1997; Ord. 94-7, 1994; prior code §18-131)

Section 5.08.030 Food and Drink Purveyor's Permit Required

It is unlawful for any person to sell any food or drink during any fiesta, carnival or festival within the town limits without first obtaining a food and drink purveyor's permit from the New Mexico Environment Department. **Such permit shall be prominently displayed at each booth, trailer or stand.** (Ord. 97-53 § 1 1997; Ord. 94-7, 1994; prior code § 18-133)

Section 5.08.040 Taxation and Revenue Permit Required

It is unlawful for any person to engage in business, or offer for sale any goods or services within the town limits, without first obtaining a tax number from the New Mexico Taxation and Revenue Department, or from the town. **Such tax number shall be prominently displayed at each booth, trailer or stand.** (Ord. 97-53 § 1, 1997; Ord. 94-7, 1994; prior code § 18-133)

I hereby certify that I have read and examined the information contained on this application, and know the same to be true and correct. All provisions of codes and ordinances governing this type of work will be complied with whether specified herein or not.

I also acknowledge that the Code Official is authorized and directed to enforce the provisions of any federal, state, and/or local codes, and shall have the authority to render interpretations of these codes and to apply policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall be in compliance with the intent and purpose of any federal, state, and/or local codes. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in these codes.

Signature of Owner

Date

FOR TOWN OF TAOS USE ONLY:
Receipt No.
License Amt.
Date: