



NM ShamRock Fest 2018

Mobile Food Truck Vendor Application

March 17th – 11 a.m. to 6 p.m. at the Balloon Museum

We encourage your participation in this event and hope to provide a large selection of delicious food and beverages, for those attending. Participation is open to those Mobile Food Truck Vendors who meet and adhere to all guidelines.

Vendor Participation Fee:

\$150.00 – electricity will not be provided. All vendors must be self-contained.

Vendor Requirements:

Self-contained mobile units, who have a valid City, State, or County Health Permit, are not required to obtain a temporary food permit. All other food vendors must obtain one.

Please...

- submit a Certificate of Insurance with required Additional Insured language naming the City of Albuquerque/Risk Management, PO Box 1293, Albuquerque, NM 87103 and High Desert Pipes and Drums, PO Box 6705, Albuquerque, NM 87197, as Additional Insured
- include your City of Albuquerque Business License # on the attached Application
- submit a copy of your City, State, or County Health Permit
- attach a menu of what you plan to prepare and sell at the event
- complete the Pre-approved Floorplan Form if you are setting up a tent or canopy (Only 1 per truck)
- submit a copy of your valid City of Albuquerque Fire Marshal Inspection Permit – (505.764.6300)

Guidelines:

- Set up begins at 7:30 a.m. and must be complete no later than 10:30 a.m. and tear-down must be completed no later than 7:30 p.m. on March 17, 2018.
- Vehicles may not be driven into the program area, unless escorted by the Event Staff.
- Sales are permitted between the hours of 11 a.m. and 6 p.m. You may not tear down before 6 p.m.
- Vendor locations are determined by the Event Staff.
- Vendors must make every effort possible to create a festive atmosphere through dress or decorations reflecting the event theme.
- Vendors are responsible for maintaining a clean area throughout the event and are responsible for cleaning their area prior to leaving. All trash must be left in provided receptacles and empty boxes must be broken down. All other trash must be removed during load-out.
- Amplified sound is not allowed at your booth.
- All food and beverage sold must be of similar type and quality to those represented in your application.
- ShamRock Fest is a rain or shine, event. Refunds will not be issued.

Mail or bring Application to:

*Albuquerque Balloon Museum - Attention Linda Hublely
9201 Balloon Museum Dr.
Albuquerque, NM 87113*



Call 505.768-6028 or email lhublely@cabq.gov to obtain more information. www.cabq.gov/balloon



NM ShamRock Fest 2018 Food Vendor Application

Deadline for Submitting Application is Monday, February 19, 2018

Company/Business Name: _____ Contact Name: _____

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

Phone: _____ Email: _____

Business License #: _____ Amount Enclosed: _____

(Make Checks Payable to: High Desert Pipes and Drums)

NM ShamRock Fest Vendor Agreement

As a participant of the NM ShamRock Fest ("Festival"), a production of High Desert Pipes and Drums ("Producer"), I fully understand and agree to the following:

1. I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the Festival. I agree that the Producer and City of Albuquerque shall not be liable for any damages to my operation and equipment and that I shall be liable for any damages to the event premises in my assigned area, and to any City-owned or City-rented personal property. Furthermore, I understand that I will carry my own insurance and that, if permitted, I store my products and equipment overnight at my own risk.
2. I agree to secure Commercial General Liability Insurance with combined limits of no less than \$1,000,000 Per Occurrence and \$1,000,000 Policy Aggregate and provide certificate(s) of insurance listing both Producer and the City of Albuquerque as additional insureds. This requirement may be waived for craft and information vendors upon request, and only in writing.
3. I understand that I must comply with all State of NM and City of Albuquerque regulations pertaining to food sales at special events. All equipment, including self-contained mobile units, utilized by my operations permitted under this Agreement must pass City Environmental Health and Fire Department inspections, as required by the City. I understand that failure to comply with City regulations may result in being asked to leave the Festival, forfeiting all fees.
4. I agree to abide by any applicable local, state and national business and tax regulations.
5. I agree that the Producer may cancel my space, without refund, if I fail to submit required fees, information and documents in a timely manner, including required Health Department, Fire Department and Insurance paperwork.
6. I agree to set up my operation at least one hour prior to the scheduled starting time. If I have not set up by the starting time of the Festival, or if I leave the Festival early, I may forfeit my booth space and all fees.
7. I agree to maintain my designated area at the festival and deposit all trash in provided receptacles. I further agree to remove excessive trash from the premises upon load out leaving only bagged trash and empty boxes. Should my designated area require additional clean-up by venue staff, I agree to pay a \$150 clean-up fee.
8. I grant the Producer and the City full right to use my business name, logo website, images and public information, in addition to any photos or video taken during the Festival of my exhibit, activities and staff, in all media for the purpose of promotion and advertising.
9. I agree to display and make readily available for customers at any retail location(s) any Festival marketing materials provided by Producer. I agree to utilize any and all on-line and social media (i.e. Facebook, email blasts, website mention, e-newsletters etc.) to advertise the Festival.
10. I agree to indemnify, defend, and save harmless the Producer and City of Albuquerque from and against all claims, actions, causes of actions, demands, judgments, costs, expenses and all damages of every kind and nature incurred by or on behalf of any person or corporation whatsoever, predicated upon injury to or death of any person, or loss of or damage to property of whatever ownership, including the parties to this Agreement and their employees, arising out of any act, or failure to act on the part of the my operation and my employees or in any other manner arising out of or directly or indirectly connected with my operation at the Festival and/or use of that part of the my designated location made available for my operation at the Festival.

You must sign below to indicate you have read and agree to the terms of the Vendor Agreement above.

Signature: _____ Printed Name: _____ Date: _____



ALBUQUERQUE FIRE DEPARTMENT PREAPPROVED TENT FLOOR PLANS

EVENT: **NM ShamRock Fest 2018**

DATE: **March 17, 2018**

11 am – 6 pm

VENDOR NAME _____ FLOOR PLAN SELECTION # _____

PRINTED NAME _____ SIGNATURE _____

The signing of this document hereby acknowledges that all requirements indicated below will be adhered to in order for this document to be approved and permitted. The standards specified below are the minimal requirements which the applicant is not limited to. Additional Fire Codes may apply during initial inspection if unforeseeable circumstances arise.

FAILURE TO COMPLY: Deviating from the requirements listed below may result in legal action being taken against the violator by issuing criminal citations or by ordering the removal of the canopy until compliance is achieved.

Tent requirements:

- The canopy and any side walls shall meet one of the following flame retardant standards.
 - CPAI84, NFPA 701, California fire retardant standards
- Each tent shall have one no smoking sign conspicuously located.
- Each tent shall be anchored to withstand the elements of weather and prevent collapse.
 - attach 25Lbs. per leg
- The tent frame and membrane shall be free of combustible materials.
- The tent frame shall not be used to brace, hang, support any objects. Exception: tent membrane, fire extinguisher.
- All display grids and display racks shall be noncombustible or flame treated, preferably constructed out of metal.

Pick one of the preapproved floor plans and mark your selection above.

