



TOURISM OFFICE

TOWN OF RED RIVER  
TOURISM & ECONOMIC DEVELOPMENT DEPARTMENT

## 2024 Vendor Information Packet

### Aspencade Music & Arts Festival

September 27 - 29, 2024

Thank you for your interest in vending at Aspencade taking place September 27-29, 2024 at Brandenburg Park in Red River, NM!

This document will give you an overview of the application process and requirements.

#### What is the timeline for the application process?

The complete application packet must be submitted by September 16, 2024 for it to be considered.

1. Fill out the application form (page 4) and mail it along with a copy of your NM CRS Compliance Letter, payment, signed event policies (pages 5-6), and itinerant vendor application (page 8 – the fee is included in the booth price) to:

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

OR

Submit it via email to [dortega@redriver.org](mailto:dortega@redriver.org)

2. Send photographs (product group shots are acceptable) representing all the items you would like to sell to [dortega@redriver.org](mailto:dortega@redriver.org)
3. Receive feedback within 2 weeks, once the application packet is received.

#### Who operates Aspencade?

Aspencade is operated and produced by Town of Red River Tourism & Economic Development Department (ToRR) in partnership with Red River Events.

#### Where will Aspencade?

Red River Conference Center & Brandenburg Park, Red River, New Mexico

#### Aspencade timeline

Vendor Check In & Set Up: *Thursday, September 26: 8am-5pm.*

*Friday, September 27: 7am-9am (please, notify the Event Coordinator if setting up on this day)*

Vending Time:      *Friday, September 27: 9am-6pm;*  
*Saturday, September 28: 9am-6pm;*  
*Sunday, September 29: 10am-4pm;*

Vendor Tear Down:      *Sunday, September 29: 4pm-8pm.*

### **What types of products are we seeking?**

We are interested in products typically offered at arts and crafts shows including fine art, one-of-a-kind handmade items, unique glass ornaments, clay and ceramic pottery items, leather products, jewelry, wood carvings, hand-crafted beauty products, hand-poured candles, baked goods, and more. The focus of this event is to showcase unique New Mexico culture.

### **How are vendors/products selected?**

Vendor selection is based on what Aspencade needs to produce a community event keeping in line with its mission; not on a first-come, first-served basis. All vendors are required to submit a *complete* application packet.

Each product will be reviewed based on several criteria, including point of origin, handcrafted original design, the number of similar products currently at Aspencade, and other pertinent criteria. Town of Red River staff reserves the right to approve, refuse and limit products sold at Aspencade. While exclusivity does not exist, a limited number of vendors will be approved to sell certain products. Applicants are reviewed based on the entire range of products proposed to sell at Aspencade. Vendors are not allowed to add or change products after the application process is complete or during the event. All of the product changes must be approved by the event coordinator.

### **Booth Information**

Aspencade will provide each vendor with a selected-size booth (10x10 or 10x20) at a location to be determined by the Aspencade organizer. Additionally, Aspencade will provide 6 ft. rectangular tables and chairs upon request at additional cost. The complimentary Wi-Fi access will be provided.

All the vendors are permitted to leave their product overnight during the event once the display is covered.

Vendors must have personnel present during the entirety of vending hours.

**Due to the power and water lines in Brandenburg Park, TENT STAKES ARE STRICTLY PROHIBITED.** The Town of Red River reserves the right to assess a non-refundable \$250.00 per stake fine for any violation of this policy. Please use sandbags or water buckets to secure your tent. If you are using a third-party tent provider, please pass this information along.

### Will security be provided?

Red River Conference Center will be locked between 6pm and 8am during this event. There are multiple security cameras onsite. The building will be patrolled by local law enforcement during the night hours as well as overnight security personnel will be provided.

### What is the fee to participate?

Booth Size	Fee
10x10	\$250.00
10x20	\$350.00

All of the booth fees include the itinerant vendor fees for 3 vending days (September 27-29, 2024).

### Electricity at Aspencade

There is a limited number of 110V electrical outlets in the Exhibit Hall of the Red River Conference Center and Brandenburg Park that are available on first come first serve basis. Extension cords are the responsibility of the vendors and will not be provided by the Aspencade.

### What kind of licenses/permits do I need?

- Each individual business setting up at Aspencade 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](http://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 Vendors** are responsible for securing a temporary food permit through the New Mexico Environment Department. You can reach the Taos Office by phone at 575-758-8808 or visit their website at <https://www.env.nm.gov/foodprogram/application-home/>



TOURISM OFFICE

Aspenade Music & Arts Festival

September 27-29, 2024

Vendor Application

Contact Person \_\_\_\_\_

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_

New Mexico Tax ID # \_\_\_\_\_ Last 4 Digits Fed Tax ID#/SSN \_\_\_\_\_

Vendor Categories (check all that apply):

Jewelry  Pottery  Fiber Arts  Watercolor/Pastel

Leather  Photography  Sculpture  Oil/Acrylic/Tempera

Food  Other (describe): \_\_\_\_\_

Booth Types & Fees:

The fees below include itinerant vendor fee for 3 days: Friday, September 27, 2024 through Sunday, September 29, 2024.

10x10 (\$250.00)  10x20 (\$350.00)  Outside  Inside

Electricity Required - \_\_\_\_\_V

6 ft. rectangular table (\$10.00/ea)  Chairs (\$5.00/ea)  Water Barrels (\$10/ea)

# of tables \_\_\_\_\_ #of chairs \_\_\_\_\_ #of water barrels \_\_\_\_\_

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 Aspenade. Additionally, I have read, understand, and will abide by ALL of the attached policies.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## 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 Aspencade.
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. There also will be trash cans available inside the Exhibit Hall for smaller trash items. 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) Vendors may not use tent stakes for their booths in Brandenburg Park
7. \_\_\_\_\_(Initial Here) Any business ownership changes, at any time, require a new application for vending.
8. \_\_\_\_\_(Initial Here) Food vendors are required to obtain all the necessary permits through the New Mexico Environmental Department prior to the event.
9. \_\_\_\_\_(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.
10. \_\_\_\_\_(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 Aspencade 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 Aspencade and all its participants, as determined by the Event Coordinator.

**Event 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 Aspencade 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.

**Vendor Vehicle Parking \_\_\_\_\_(Initial Here)**

Due to several additions to the Aspencade, vendor parking will be available on the west end of the Conference Center.

No tractor trailer parking is available nor is there any RV parking. RV lodging can be found at one of the Town’s three RV resorts: 4K River Ranch, Red River RV Park, or Road Runner RV Resort.

**Vendor Packages \_\_\_\_\_(Initial Here)**

If you are having merchandise shipped to our location, you must be physically present to sign for the delivery. **Our staff cannot sign for or take responsibility for your merchandise.** Check with the lodge you are staying at about shipping packages to their address.

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**(Signature)**

**(Date)**

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 it via email to [dortega@redriver.org](mailto: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

**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