



**CHANGES HAVE BEEN MADE – PLEASE READ ENTIRE PACKET.**

## 2011 GADR of Deming, Inc. Vendors Solicitation

Dear Prospective GADR Inc. Vendor:

With the forthcoming Thirty-second annual GADR games rapidly approaching, it is time to make your plans to be included in this great family event. The Duck Races will be held Friday, August 26th, Saturday, August 27th and Sunday, August 28th, 2011. As usual the races, both wet and dry, will be held at the Luna County Courthouse Park in Deming, New Mexico. We expect 2011 to be one of the biggest in years.

As you know, the logo for the GADR, Inc. is under a copyright and this logo nor any facsimile; likeness or characterization of a Duck “CANNOT” be merchandised without the expressed written permission and licensing agreement of GADR, Inc.

All vendors will be assigned an appropriate location based on the judgment of the GADR vendor committee. Every effort will be made to accommodate each vendor so that there is limited redundancy of products or services. If you have been a vendor at the duck races before, we will attempt to place your booth in the same location as you had previously but there is no guarantee that will happen.

In order to review vendor applications and assign vending sites, it will be NECESSARY TO INCLUDE, WITH YOUR APPLICATION, A COMPLETE AND COMPREHENSIVE FOOD MENU OR PRODUCT LIST OF WHAT YOU DESIRE TO SELL. FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN DELAYED PROCESSING AND POSSIBLE EXCLUSION FOR THE VENDING ACTIVITY. GADR, Inc. does reserve the right to establish criteria from time to time, in protecting against too much product redundancy and unacceptable products, such as cap pistols, caps, knives, stink bombs, pipes, drugs, etc.. If you are in doubt about a certain product, please call (575-544-0469), email [gingersmith@live.com](mailto:gingersmith@live.com) or write us at 202 S. Diamond, Deming, NM 88030.

We know you will be as excited as we are about the 2011 Duck Races. We look forward to having you among our elite vendors.

If you have any questions, please call Ginger at (575) 494-1002, or Dave at (575) 544-0469. Our fax number is (575) 544-0774.

**CHANGES HAVE BEEN MADE – PLEASE READ ENTIRE PACKET.**

## **Vendor Informational Guide**

*Retain this copy for your files. Please read carefully.*

1. Applications **MUST** be completed in full and accompanied with vendor fee.
  - a) Include comprehensive and complete list of food and/or products for sale at the event.
  - b) Attach a copy of current valid STATE food license (for all food vendors)
  - c) Include one (1) signed copy of the Vendor Application, Insurance Preference and Agreement (page 4, 5 & 6).
  - d) Copy of your liability insurance.
  - e) NM TAX ID NUMBER. This can either be a permanent number or a temporary one can be obtained for the event. Without proof of this number vendor will be not be allowed to set up.
2. If you need electricity, please specify the amps required so we can review this information to be sure adequate power is available. 220 is limited to 6 vendors....first applications received with full payment. If you have a quiet generator we encourage you to bring it. We always have too many vendors needing electricity and it pushes the electrical system to the max.
3. Vendor fee must be paid in FULL at the time of application.
  - a) Any check returned unpaid will result in termination of application and restrict your ability to be a vendor at this event.
  - b) Vendor refunds will be considered for valid reasons prior to August 01, 2011.
4. Vendor refunds will not be granted after August 01, 2011.
5. NO VENDOR IS GRANTED AN EXCLUSIVE MERCHANDISING RIGHT.
6. Vendor setup time is Friday, August 26<sup>th</sup> after 8:00 am, and Saturday, August 28th from 8am until 9:00am. EVERYONE must be setup by 9:00 am on Saturday and ready for business. The carnival will be starting Thursday evening, August 25th. IF YOU ARE ASSIGNED ON THE PAVILLION SIDE, EMPTY YOUR VEHICLE AS SOON AS POSSIBLE BEFORE YOU START SETTING UP YOUR BOOTH. **YOU CANNOT KEEP YOUR VEHICLE ON THE GRASS.....NO EXCEPTIONS.**
7. Vendors need to either secure their premises each night or stay with your merchandise **SINCE ONLY LIMITED SECURITY WILL BE PROVIDED.** Please advise the Duck Race Committee if you are staying with your merchandise overnight.
8. Each vendor assumes all liability for all actions and activities occurring in the vendor's area and holds the GADR, Inc. and/or Luna County harmless for all vendor sales, accidents, thefts, fires, damages and any other non-designated liabilities.
9. Each vendor must have liability insurance or agree to be responsible for liability within their booth/trailer, serving area or immediate area around their booth/trailer.

10. Acknowledgment of receipt of application and funds will be posted on the GADR website. After August 1<sup>st</sup> space numbers will also be posted on the website or you can contact Ginger (by email [gingersmith@live.com](mailto:gingersmith@live.com) ) to verify location with the understanding a few vendors may have to be moved for one reason or another. The GADR vendor committee assigns vendor sites. Every effort will be made to accommodate each vendor's special needs.
11. For the food vendors, information from our local EPA office is available by calling 575-546-1464 and their address is 405 E. Florida, Deming, New Mexico 88030.
12. For those needing a temporary NM tax ID number you can contact: NM Taxation and Revenue at 575-528-6152 for information; you can obtain the number from their website [www.state.nm.us/tax](http://www.state.nm.us/tax) or you can obtain a temporary number from the City of Deming at the City offices on South Gold Avenue in Deming. If you have questions on how and when to pay the taxes you can call 575-528-6104. Again, vendors will not be allowed to set up for the weekend without proof of this number.
13. Food vendors MUST dispose of the oil/grease *in the designated area* or take it with you when you leave. **DO NOT** leave it by your space when you leave; **DO NOT** put it in any dumpster or trash container; **DO NOT** pour it in a porta-potty; **DO NOT** pour it out on the ground or the pavement. Any vendor breaking these rules will not be allowed to participate in the future and will be liable for any expenses incurred for clean-up.

**All vehicle parking is OUTSIDE of the Park. No vehicle is allowed to stay in the Park. In the past, several vendors have requested their truck or trailer be allowed to remain with their space. This is not possible any longer. The layout for the booths has been altered and every bit of space will be needed for vendors.**

AS LONG AS SPACE IS AVAILABLE APPLICATIONS WILL BE ACCEPTED AFTER AUGUST 01, 2011, BUT MUST BE PAID BY CASH OR MONEY ORDER WITH THE APPLICATION AND THERE IS NO GUARANTEE YOU CAN BE IN THE SAME SPACE YOU HAVE HAD IN PREVIOUS YEARS. **GET YOUR APPLICATION IN BEFORE AUGUST 01, 2011.**

You are required to provide your own trash containers, which must be emptied into the dumpsters by you at least twice per day or when the container is full. **Do not let it overflow onto the ground.** dumpsters are provided in the restroom areas. **Do not use the barrels that are provided for the crowd.**

I will return as many calls as possible the same day (evening) the message is received. I check email several times a day so this may be the quickest way to get the information you need. ([gingersmith@live.com](mailto:gingersmith@live.com)).

No pet of any kind is allowed in the Park or in your booth during this event. No bikes, skates, skateboards, scooters, etc. are allowed in the Park. Baby strollers are allowed.

**CHANGES HAVE BEEN MADE – PLEASE READ ENTIRE PACKET.**

**Vendor Informational Guide**  
*Please sign and return this copy*

1. Applications MUST be completed in full and accompanied by vendor fee.
  - a) Include comprehensive and complete list of food and/or products for sale at the event.
  - b) Attach a copy of current valid STATE food license (for all food vendors)
  - c) Copy of your liability insurance.
  - d) Include one (1) signed copy of the Vendor Application and Agreement.
  - e) If you need electricity, please specify the amps required so we can review this information to be sure adequate power is available.
  - f) Proof of NM tax ID number. You must have this number to participate in the event.
  
2. Vendor fee must be paid in FULL at the time of application.
  - e) Any check returned unpaid will result in termination of application and restrict your ability to be a vendor at this event.
  - f) Vendor refunds will be considered for valid reasons prior to August 01, 2011
  
3. NO VENDOR IS GRANTED AN EXCLUSIVE MERCHANDISING RIGHT  
 The GADR vendor committee assigns vendor sites. Every effort will be made to accommodate each vendor's special needs.
  
4. Vendor setup time is Friday, August 26th after 8:00 am, and Saturday, August 27th from 8am until 9:00 am. EVERYONE must be setup by 9:00 am on Saturday and ready for business. IF YOU ARE ASSIGNED ON THE PAVILLION SIDE, EMPTY YOUR VEHICLE AS SOON AS POSSIBLE BEFORE YOU START SETTING UP YOUR BOOTH. **YOU CANNOT KEEP YOUR VEHICLE ON THE GRASS.....NO EXCEPTION.**
  
5. Vendors need to either secure their premises each night or stay with your merchandise SINCE ONLY LIMITED SECURITY WILL BE PROVIDED. PLEASE ADVISE THE DUCK RACE COMMITTEE IF YOU ARE STAYING WITH YOUR MERCHANDISE OVER NIGHT.
  
6. Each vendor assumes all liability for all actions and activities occurring in the vendor's area and holds the GADR, Inc. and/or Luna County harmless for all vendor sales, accidents, thefts, fires, damages and any other non-designated liabilities

AS LONG AS SPACE IS AVAILABLE APPLICATIONS WILL BE ACCEPTED AFTER AUGUST 01, 2011 BUT MUST BE PAID BY CASH OR MONEY ORDER WITH THE APPLICATION.

YOU ARE REQUIRED TO PROVIDE YOUR OWN TRASH CONTAINERS, WHICH MUST BE EMPTIED BY YOU. DUMPSTERS ARE PROVIDED IN THE RESTROOM AREAS.

*I, the undersigned, acknowledge that I have read all guide information and will abide.*

---

Signature

---

Date

**CHANGES HAVE BEEN MADE – PLEASE READ ENTIRE PACKET.**

**2011 Vendor Rental Application and Agreement**  
*Return this copy with your payment*

Name of Business: \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Fax \_\_\_\_\_ Email: \_\_\_\_\_  
New Mexico Tax Identification Number: \_\_\_\_\_

Attach copy of valid New Mexico Food License (all food vendors). ALL the above must be completed before the applications will be accepted. Everyone must provide a copy of liability insurance.

I hereby apply for the following space for the GADR 2011 Summer Games, August 26, 27, 28, 2011. The summer games will be held at the Luna County Courthouse Park, Deming, New Mexico. I agree to be bound to the conditions on the application agreement and the vendor information guide, an integral part of this agreement.

- 1. Spaces do not include tables or chairs. You must provide a complete booth setup.
- 2. Most electrical outlets are 110 volts. If you need 220 volts, there will be an additional charge of \$25.00, or you can provide a whisper type electrical generator. **220 is limited to 6 spaces and is definitely “first come, first serve”.** Please specify the amperage load that you will need. If electricity is needed, please bring a 50 and 100 foot extension cord.
- 3. All food Vendors are subject to on-site Now Mexico Inspections.
- 4. Proof of liability insurance is required with application.

**Vendor Fee Schedule**

**(Indicate your selection by checking at the left of type)**

**Please give us a first and second choice for location. We will do our best to schedule you in your preferred location but MAKE NO GUARANTEES. Spaces are very limited on Duck Downs.**

**PAVILION SIDE ONLY**

- TYPE A without electricity \$ 95.00 Size 10’ x 10’
- TYPE B with electricity \$ 145.00 Size 10’ x 10’

**FOOD VENDORS ONLY**

- TYPE C without electricity \$215.00 Size 10’ x 15’
- TYPE D with electricity \$280.00 Size 10’ x 15’

**Specify preferred area: (Circle one) Pavilion Paved Area Duck Downs**

**PAVED AREA BETWEEN PAVILION AND DUCK DOWNS**

- TYPE E without electricity \$100.00 Size 10’ x 15’
- TYPE F with electricity \$160.00 Size 10’ x 15’

**NON-FOOD VENDORS ON DUCK DOWNS ONLY**

- TYPE G without electricity \$100.00 Size 10’ x 15’
- TYPE H with electricity \$160.00 Size 10’ x 15’

**INSURANCE:**

Every vendor is required to have liability insurance or sign an agreement of responsibility in the event someone is injured in your booth. If you don't have insurance and wish to purchase some, the Great American Duck Race can have an endorsement issued for you on our liability policy for \$65.00. Please indicate your preference below. If you choose to have an endorsement issued, the paperwork will be sent to you upon receipt of this application. If you choose to sign an Agreement of Responsibility, Ginger will get your signature when you set up your booth. If you have insurance, please attach a copy to your application.

\_\_\_\_\_ Agreement of Responsibility    \_\_\_\_\_ I have insurance    \_\_\_\_\_ Endorsement of  
GADR policy

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHANGES HAVE BEEN MADE – PLEASE READ ENTIRE PACKET.**

**NON-PROFIT ORGANIZATIONS**

The GADR of Deming, Inc. hopes to make the races bigger and better in 2011. We invite your organization to help us do that.

We have set aside spaces for non-profit organizations **in the Pavilion area**. GADR reserves the right to assign each non-profit group to their own locations. Please get your applications submitted as soon as possible to get your spot. Your payment must accompany your application

There is a charge of \$25 for non-electrical spaces or \$85 for organizations needing electricity.

Name of Organization: \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**14. There will be limited electricity, so register as soon as possible. Each organization is responsible for their own trash. PLEASE EMPTY YOUR VEHICLE AS SOON AS POSSIBLE BEFORE YOU START SETTING UP YOUR BOOTH. YOU CANNOT KEEP YOUR VEHICLE ON THE GRASS.....NO EXCEPTIONS.**

A letter must accompany this application if your organization will be selling any items, it must state you are a non-profit organization and how the money will be spent.

**YOU MUST LIST ALL ITEMS YOU ARE SELLING OR RAFFLING OFF.**

**INSURANCE:**

Every vendor is required to have liability insurance or sign an agreement of responsibility in the event someone is injured in your booth. If you don't have insurance and wish to purchase some, the Great American Duck Race can have an endorsement issued for you on our liability policy for \$65.00. Please indicate your preference below. If you choose to have an endorsement issued, the paperwork will be sent to you upon receipt of this application. If you choose to sign an Agreement of Responsibility, Ginger will get your signature when you set up your booth. If you have insurance, please attach a copy to your application.

\_\_\_\_\_ Agreement of Responsibility    \_\_\_\_\_ I have insurance    \_\_\_\_\_ Endorsement of  
GADR policy

I, the undersigned, acknowledges that I have read all guide information and will abide.

\_\_\_\_\_