



VENDOR INFORMATION AND APPLICATION

- Setup begins at 8am. Vendors must be present for the entire duration of the event.
- Tear down may begin at 3pm, but no earlier.

Registration

- Registration fee is \$50 per booth.
- Incomplete registrations will be returned. Incomplete means missing signature, or payment.
- All incomplete registrations will be returned and be placed on a waiting list.
- We will not allow multiple of the same vendor (Scentsy, Origami Owl, etc.) Competing businesses will be discussed.

Booths

- Booths sizes 10 ft x 10 ft - NO tables, chairs, tents/canopies, display materials provided
- We do not have access to electricity.
- Booths are pre-assigned and are not negotiable.
- Only one space will be assigned to any one exhibitor. You may purchase more than one space.

Raffle Items

- All vendors MUST donate two raffle items item per booth, which represents items being SOLD.
- Please label all items with your business name.

Completed Applications

Please complete and return to NMJGLadies@gmail.com

Collected by: _____

Vests for K9s Vendor Application

Name: _____ Date: _____

Business Name: _____

Address: _____ Zip: _____

Cell Phone: _____ Alternate # : _____

Email: _____ Website: _____

Selling: _____

*Displays: All displays will be of professional quality. Each exhibitor is responsible for providing their own display equipment, including tables, chairs and tents.

*Tents: All Tents must be secured to the ground. And they may not block or disrupt neighboring vendors.

*Security: It is up to each exhibitor to secure their own merchandise at all times. Neither NMJG, nor the City of Rio Rancho will be held liable for any losses or damages occurred during the show.

*Cancellation policy: No refunds will be given. We reserve the right to resell your space without refund to you if you cancel.

*No sub-leasing of booths will be allowed, without prior approval.

*You must remain open during all hours of show.

*Must abide by all rules and regulations of Rio Rancho Parks and Rec.

Upon arriving please visit the NMJG - Ladies Chapter Booth. The check in process will begin at 8AM.

Please do not arrive earlier, as we will not be accepting check ins until 8AM!

Please direct inquiries to: Jaime Bengston (505) 750-1326 E-mail: NMJGLadies@gmail.com

Payment: After acceptance of your application, a link will be sent to you to complete your payment. Payment must be made within 48hrs to keep your spot.

I hereby apply for space rental from NMJG at the Vests for K9's Car and skill show. I agree to abide by the rules and regulations provided with this contract and by the Rio Rancho Parks and Rec. I have read the terms and conditions provided herein and do hereby consent to the enforcement of such. I understand the cancellation, acceptance and payment policies. NMJG reserves the right to disqualify any exhibitor for failure to comply with our rules and regulations. No Refund will be given in any case where rules have been broken. The undersigned does hereby discharge, release and hold harmless NMJG, their staff, volunteers, and the City of Rio Rancho for any and all manner of action, suits, damages or claims whatsoever arising from loss or damages or claims, to the theft, sales, personal injury, acts of war and of God.

Signature: _____ Date: _____

Collected by: _____