



July 5 - July 7, 2019

**FOOD VENDOR  
REGISTRATION PACKET**



## REGISTRATION CHECKLIST

- Have you read and signed that you understand the 16<sup>th</sup> Annual Pork & Brew Special Event Vendor Rules & Regulations packet?**     Yes     No
  - Please return the signature page only signed and dated with your registration paperwork.
- Have you requested a Tent? (Food vendor's only)**     Yes     No
  - *Request deadline is June 14, 2019*
  - Requests made after June 14<sup>th</sup> cannot be guaranteed
  - Size requested:     10 x 10     10 x 20     20 x 20
- Has your Environmental Health Department Temporary Food Permit form been completed?**
  - Required for any Vendor serving or sampling food or beverages.
  - Please be sure to send your EHD form in with your registration paperwork. We will submit it to the NMED Office for you.
  - **DO NOT** send the forms directly to the NMED Office.
- Has your Certificate of Liability (COI) and Workers Compensation coverage or waiver been submitted to the City of Rio Rancho?**     Yes     No
  - Fax to 505-892-8328 or e-mail [rrobinson@rrnm.gov](mailto:rrobinson@rrnm.gov)
  - *Has the City of Rio Rancho, Global Spectrum & the Santa Ana Star Center all been added as additional insured?*
  - *Workers Compensation required for Food, Beer, & Family Entertainment Vendors only*
- Is your payment included with your registration paperwork?**     Yes     No
  - Payment is due in full by Friday, June 28, 2019 by 5PM to guarantee your participation in the 16<sup>th</sup> Annual Pork & Brew.
  - Checks or money orders should be made out to the *City of Rio Rancho*.
  - All credit or debit card information is complete and accurate (please use the form at the end of your registration paperwork).
- I have verified all of the above has been completed and my registration packet is being submitted 100% complete?**     Yes     No
  - Registration form is included?  
 Yes     No
  - Environmental Health Department Form included? *(if applicable)*  
 Yes     No
  - Is your Certificate of Liability included or been sent to Rhonda Robinson @ [rrobinson@rrnm.gov](mailto:rrobinson@rrnm.gov)?  
 Yes     No
  - Is proof of Workers Compensation coverage or written statement that you have opted out of Workers Compensation coverage included? *(Food & Beer vendor's only)*  
 Yes     No
  - Is your signature page of the Pork & Brew Rules & Regulations included?  
 Yes     No



16<sup>th</sup> ANNUAL PORK & BREW

July 5-7, 2019

Food Vendor Registration Form  
(ALL FOOD VENDORS)

**REGISTRATION DEADLINE:**

FRIDAY, JUNE 14, 2019 (NO EXCEPTIONS)

**PAYMENT DEADLINE**

FRIDAY, JUNE 28, 2019 (NO EXCEPTIONS)

For questions contact:

Noah Trujillo, [ntrujillo@rrnm.gov](mailto:ntrujillo@rrnm.gov) - (505) 891-7339

Greg Peña, [gpena@rrnm.gov](mailto:gpena@rrnm.gov) - (505) 891-7342

**BUSINESS INFORMATION:**

Business Name (s): \_\_\_\_\_

Contact Name (s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_@\_\_\_\_\_.

**Food / Beverage items to be sold: (products will be capped at the organizers discretion) –**

**Refer to Rules & Regulations**

- BBQ    Shaved Ice    Lemonade    Agua Fresca's    Hamburger    Hot Dog    Ice Cream  
 Roasted Corn    Kettle Corn / Popcorn    Food Truck    Other Beverage    Other Food Item

If *other or food truck* please list your items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOOTH INFORMATION:**

- BBQ Vendor Fee  \$1685.00
- BBQ Vendor Fee w/Tent Request  \$1785.00
- Non-BBQ/ Other Food Vendor Fee  \$1035.00
- Non-BBQ/Other Food Vendor Fee w/Tent Request  \$1135.00
- You **MUST** supply your own extension cord: *To help eliminate power failures we recommend that you bring 4 – 14 gauge 50 ft. extension cords.*
- Space Size Requested:    Width: \_\_\_\_\_ Feet                      Depth:    20'   or   30' Feet  
(Circle one) **IMPORTANT NOTE:** Be realistic in your request. Space is limited. This is your Footprint NOT tent size.

**TENT REQUEST:**  Yes  No Tent Requested

**Request deadline: June 14, 2019**

*Requests made after June 14th cannot be guaranteed*

Size Requested:  10 x 10

10 x 20

20 x 20

**EVENT REQUIREMENTS:**

• **Environmental Health Department Form:**

- Please submit with your registration paperwork. **DO NOT** submit to the EHD offices.
- For questions or assistance in filling out the EHD Form:
  - Contact the New Mexico Environment Department at 505-771-5980 or visit [www.nmenv.state.nm.us](http://www.nmenv.state.nm.us)

• **Change/ATMs**

- ATM's will be located within the event as well as in the Santa Ana Star Center. There are no other banking facilities on the grounds. Be sure to have sufficient change on hand. Pork & Brew **will not** have cash or change available to vendors.

• **Beverage Restrictions:**

- **All beverages MUST be Pepsi products.**
- **Water MUST be Crystal Springs.**
- To place an order for Pepsi products or Crystal Springs water:
  - Contact Greg Archuleta at [catering@santaanastarcenter.com](mailto:catering@santaanastarcenter.com) or call 505-977-0558

• **Insurance Requirements:**

- All Food vendors **MUST HAVE** General Liability Insurance coverage in the minimum amount of \$1,000,000 per occurrence. **The City of Rio Rancho, Global Spectrum LP and the Santa Ana Star Center MUST ALL be named as additional insured. Vendor's insurance must be primary and non-contributory.**
- **Statutory limits for Workers Compensation coverage or Signed Waiver required when vendor has 3 or more employees.**
  - Any vendor with three or more employees must provide EVENT with a certificate of insurance (COI) showing the vendor has Workers Compensation coverage. Vendors from out of state must show coverage for 'other states' is included in their Workers Compensation policy. A sole proprietor may affirmatively elect not to accept the provisions of the Workers' Compensation Act. **\*\*Event requires sole proprietors add a written statement to their registration packet when vendor has opted out of workers compensation coverage.\*\***
- **Please have your broker include the statement shown below in your insurance certificate.**
  - *The coverage outlined in this certificate of insurance pertains to the insured's participation as a vendor at the 2019 Pork & Brew, located at 3001 Civic Center Circle NE, Rio Rancho, NM 87144.  
July 5-7, 2019. .*
- Until the City of Rio Rancho Convention & Visitors Bureau has the Certificate of Insurance (COI) in hand, the vendor's registration will be considered incomplete and you will **NOT** be allowed to check in.

- **Utility Regulations:**
  - Under no circumstances may you “borrow” power from your neighbor without a specific agreement with the neighbor affected. You will be required to work with the power available within the confines of the space you are provided.
  - **The following will be strictly enforced:**
    - All electrical equipment must meet National Electrical Code Standards.
    - All electrical equipment must be UL approved and have the UL tag.
    - All extension/power cords must be grounded.
    - All extension/power cords must be 14 gauge SOW type.
    - Many household extension cords and orange “outdoor” cords are 16 gauge and not heavy enough for the NEC and Fire Marshal requirements for special events. Please double check your power cords for the correct gauge prior to your arrival.
    - All cords must be molded.
    - All wiring must meet the appropriate codes, including grounding of tent and metal container frames.
    - All equipment must be adequate to support loads you plan to place on them.
    - No direct wiring to Pork & Brew boxes is permitted.
    - Spliced cords will not be permitted.
  
- **State of New Mexico Liquefied Propane Inspection:**
  - The State of New Mexico also conducts inspection of all equipment, tanks, hoses etc. using Liquefied Propane (LP). Please refer to the “State of NM Regulation and Licensing Department, CID, “Rules and Regulations LP Gas at Special Events” packet.

**INCLUDED IN REGISTRATION FEE:**

- 120 volt 20 amps of Free Electricity
  - If additional power is needed or you have questions about Electricity please contact: Santa Ana Star Center Operations staff - 505-891-7334. Requests must be made NO LATER than Friday, June 14, 2019
  - ***You may bring your own generator for additional power.***
- Free Ice
- Liquefied Propane Inspection fee
- City of Rio Rancho 3 Day Temporary Business Registration
- NMEHD Temporary Food Service Permit fee

**REQUIRED DOCUMENTATION:**

**By entering this agreement, you agree to furnish the following no later than 3 weeks prior to the event:**

- Copy of your current active City of Rio Rancho Business License (for Rio Rancho Businesses)
- Event Insurance Requirements: *Vendor agrees to maintain all insurance in effect for duration of event:*
  - General Liability Insurance
  - Worker’s Compensation coverage
- Environmental Health Department Form or Permanent Catering Permit
- Pork & Brew Rules & Regulations signature page
- Payment in full due ***no later*** than June 28, 2019 by 5PM

**NOTE: TOTAL SPACES ARE LIMITED AND WILL BE CAPPED BY THE TYPE OF VENDOR AT THE ORGANIZERS DISCRETION.**

**INDEMNIFICATION AGREEMENT:**

- a) By signing the below, the undersigned participant agrees to:  
release the City and any other sponsor(s) of the Event from any and all loss, damages, liabilities, or costs and expenses, of any kind, known and unknown, arising from or resulting from the Event; and
- b) indemnify and defend the City and any other sponsor(s) of the Event, and to hold them harmless for and against any and all loss, damages, liabilities, or costs and expenses, including reasonable attorney's fees and defense costs, of any kind, known and unknown, arising from or resulting from the vendor's or exhibitor's fault during the Event and all activities associated therewith, including but not limited to set-up, break-down, or sales and consumption of goods or services sold or provided at the Event.
- c) *Grant full permission to the New Mexico 2019 Pork & Brew Committee or agent authorized by them, to use any photographs, videos, recording or any other record of this event for any legitimate purpose*

By signing my signature below, I, the undersigned participant/vendor represents that he or she understands the Indemnification agreement of this document and agrees to maintain their insurance coverage in effect before and throughout the Event. I, the undersigned participant/vendor also represent I have read and understood all documents in the registration packet.

**Printed Participant Name:** \_\_\_\_\_

**Participant Signature:** \_\_\_\_\_

**Business Name or Vendor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PAYMENT: DEADLINE, FRIDAY, JUNE 28, 2019 (NO EXCEPTIONS)**

**Please make checks or money orders payable to the: CITY OF RIO RANCHO**

**Credit or Debit Cards Accepted:** Visa – MasterCard -American Express – Discover - Diners Club  
(Please complete attached CC payment form)

## **CITY OF RIO RANCHO DEBIT OR CREDIT CARD PAYMENT FORM**

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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

Name as it appears on CC: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Type of Credit Card: (Circle One)**

Visa                  MasterCard                  American Express                  Discover                  Diners Club

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV2 Code \_\_\_\_\_  
\*\*3 digit code on back of Card\*\*

Authorized Dollar Amount: \_\_\_\_\_

Authorized Printed Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**MAIL ALL FORMS & PAYMENT TO: Only completed registration packets will be accepted.**

City of Rio Rancho CVB

3200 Civic Center Circle NE

Rio Rancho, NM 87144

E-mail: [rrobinson@rrnm.gov](mailto:rrobinson@rrnm.gov) or Fax #: 505-892-8328

**16<sup>TH</sup> ANNUAL PORK & BREW  
July 5-7, 2019**

**INSURANCE REQUIREMENTS**

**Certificates are due: June 14, 2019 (NO EXCEPTIONS)**

**Applies to: All Food Vendors**

All vendors **MUST HAVE** General Liability and Workers Compensation or Signed Waiver.

1. General liability insurance coverage shall have a per occurrence limit of no less than \$1,000,000. **The City of Rio Rancho, Global Spectrum LP and the Santa Ana Star Center MUST ALL be named as ADDITIONAL INSURED.** The vendor's coverage must also be 'primary and noncontributory'. The Certificate of insurance should be accompanied by a copy of the policy or endorsement(s) showing our additional insured status and that vendor's coverage is primary and noncontributory.
2. **Statutory limits for Workers Compensation coverage required.**
  - Any vendor with three or more employees must provide EVENT with a certificate of insurance (COI) showing the vendor has Workers Compensation coverage. Vendors from out of state must show coverage for 'other states' is included in their Workers Compensation policy. A sole proprietor may affirmatively elect not to accept the provisions of the Workers' Compensation Act. \*\*Event requires sole proprietors add a written statement to their registration packet when vendor has opted out of workers compensation coverage. \*\*

**Please have your broker include the statement shown below on your certificate:**

*The coverage outlined in this certificate of insurance pertains to the insured's participation as a Vendor at the 2019 Pork & Brew, located at 3001 Civic Center Circle NE, Rio Rancho, NM 87144.  
Event Dates: July 5-7, 2019.*

**If you do not have an existing liability policy, here are a few agencies that provide short term insurance:**

K&K Insurance	<a href="http://www.kandkinsurance.com">www.kandkinsurance.com</a>
Insurance4Exhibitors	<a href="http://www.insurance4exhibitors.com">www.insurance4exhibitors.com</a>
Food Liability Insurance Program (FLIP)	<a href="http://www.fliprogram.com">www.fliprogram.com</a>
Fireman's Fund	<a href="http://www.specialeventinsurances.com">www.specialeventinsurances.com</a>

There are many other Insurance Companies online, these are just a few. Please feel free to check around for the best rates and also check with your own Insurance Company.

**Questions you may be asked:**

1. Dates of coverage (including set-up & tear down) 07/03/2019 through 07/8/2019
2. Event is held in both an indoor & outdoor format
3. Expected attendance: Event attendance is expected to be 7,500 to 10,000 guests over three days.
4. Description of event: The 16<sup>th</sup> Annual Pork & Brew is a family friendly event where guests can enjoy world-class BBQ and other foods, fun activities and live entertainment.

**Most Insurance companies will fax or email us directly a copy of the Certificate of Insurance. If you wish to send it in, you can include it in your registration packet or send it to Rhonda Robinson at:  
E-mail copy to: [rrobinson@rrnm.gov](mailto:rrobinson@rrnm.gov) Fax to: 505-892-8328**

*Until the City of Rio Rancho Convention & Visitors Bureau has the Certificate of Insurance (COI) in hand, the vendor's registration will be considered incomplete and will NOT be allowed to check in.*



# RIO RANCHO PORK & BREW

## PARTICIPANT GUIDELINES, RULES AND REGULATIONS

As a condition of participation in the 16<sup>th</sup> Annual 2019 Pork & Brew (the “Event”), the participant agrees to the following guidelines, rules and regulations:

**1) Event Details:** The Event shall take place at the following location:

Santa Ana Star Center		Friday, July 5 from 2pm to 8pm
3001 Civic Center Circle NE	on	Saturday, July 6 from 11am to 7pm
Rio Rancho, NM 87144		Sunday, July 7 from 11am to 6pm

- a. The Event does not guarantee a particular number of attendees.
- b. In the case of inclement weather, there is no “rain day” scheduled for this activity, this Event may be canceled in whole or in part, by the City of Rio Rancho (the “City”) and/or, its agent, Global-Spectrum L.P. (“GS”) without prior notice.

**2) Registration: (Applicable to all Participants)**

- a. Please read the registration packet thoroughly. A little time invested on the front end, will save everyone time later and make the whole process go smoothly.
- b. Registration **must be complete with all forms and payment**. The participant is responsible to ensure all information is filled out properly. Partial registration packets will not be accepted.
- c. The registration deadline is Friday, June 14, 2019. No exceptions. Limited spaces available.
- d. Mailing address or drop off location:

<u>Mail registration packets to:</u>	<u>Drop off location:</u>
City of Rio Rancho	Rio Rancho Convention & Visitors Bureau
Attn: Convention & Visitors Bureau	Located inside the Santa Ana Star Center**
3200 Civic Center Circle NE	3001 Civic Center Circle NE
Rio Rancho, NM 87144	Rio Rancho, NM 87144
	**East side just south of the Box Office**

**3) Payment: (Applicable to all Participants)**

- a. All checks or money orders shall be made payable to the City of Rio Rancho.
- b. The following credit cards are accepted AMEX, Diners Club, Discover, MasterCard and Visa.
- c. Vendor payment deadline is June 28, 2019 by 5pm. No exceptions.

**4) Vendor Information, Guidelines and Stipulations: (Applicable to all Vendors: Food and Arts & Crafts)**

- a. Registration is available on a first come, first serve basis. No exceptions will be made. A maximum of the following allocations will be granted:
  - i. BBQ Vendors – up to ten - (10) \*includes BBQ Food Trucks
  - ii. Other Food Vendors (non-BBQ) – up to fourteen - (14) with restrictions on vendors selling the same primary product. Products will be capped at the organizers discretion.
    - 3 Frozen Treats (i.e. Ice Cream, Custard/ Shaved Ice Vendors etc...)
    - 3 Beverage Vendors (i.e. Lemonade, Agua Fresca’s, etc...)
    - 6 Non-BBQ / Food Truck Vendors
    - 1 Roasted Corn Vendor
    - 1 Kettle Corn/Popcorn
- i. Art & Crafts/Marketing vendor space – up to thirty five-(35)

- b. The Event will assign ALL spaces:
  - i. An effort will be made to best accommodate BBQ and Food vendors to their requested size, space and location, but no guarantee is made.
  - ii. Arts & Crafts vendors will be assigned a space approximately 10'x10' or 20'x10' and shall confine all activities to that area.
- c. Vendor may begin to set up their spaces Wednesday, July 3<sup>rd</sup> from 7am-5pm or Thursday, July 4<sup>th</sup> from 7am to 7pm. You may also set up on Friday, July 5<sup>th</sup> from 7am -12pm and must be ready to conduct business at 2 pm on Friday. This City does not accept any responsibility for Vendor's property left on the premises before, after or during the event. Any lost, damaged or stolen property of the Vendor is the responsibility of the Vendor.
- d. Vendor shall unload/load vehicles in designated areas during designated times spelled out in the confirmation notification. Vehicles must be parked in designated vendor parking areas. There is no vehicle movement when the Event is open to the public.
- e. Vendor must supply his/her own extension cord(s) if electricity is needed. It is recommended that the vendor brings four-(4) 50-ft extension cords of 14-gauge.
- f. No furniture, equipment or materials of any kind will be furnished by the Event, except the tent(s) provided by separate contractor for the event.
- g. No more than one vendor shall occupy a single space. No such space shall be sublet or assigned without written permission from the Event and proof of insurance coverage.
- h. Sales and the taking of orders will be permitted.
- i. No aisle vending except for immediately in front of one's own booth.
- j. Promotional signage can only be on or directly in front of your allotted space.

**5) Utility Regulations : (Applicable to all BBQ & Food Vendors)**

- a. Under no circumstances may you "borrow" power from your neighbor without a specific agreement with the neighbor affected. You will be required to work with the power available within the confines of the space you are provided.
- b. **The following will be strictly enforced:**
  - i. All electrical equipment must meet National Electrical Code Standards.
  - ii. All electrical equipment must be UL approved and have the UL tag.
  - iii. All extension/power cords must be grounded.
  - iv. All extension/power cords must be a 14 gauge SOW type.
  - v. Many household extension cords and orange "outdoor" cords are 16 gauge and not heavy enough for the NEC and Fire Marshal requirements for special events. Please double check your power cords for the correct gauge prior to your arrival.
  - vi. All cords must be molded.
  - vii. All wiring must meet the appropriate codes, including grounding of tent and metal container frames.
  - viii. All equipment must be adequate to support loads you plan to place on them.
  - ix. No direct wiring to Pork & Brew boxes is permitted.
  - x. Spliced cords will not be permitted

**6) Inspections and Permits: (Applicable to all participants)**

- a. **Fire Safety:** Each participant will be inspected by the City of Rio Rancho Fire Marshall's Office. Please refer to the International Fire Code form which the Rio Rancho Fire Marshall Office uses during the inspection process.
- b. **State of New Mexico Liquefied Propane Inspection:** The State of New Mexico also conducts inspection of all equipment, tanks, hoses etc. using Liquefied Propane (LP). Please refer to the "State of NM Regulation and Licensing Department, CID, 'Rules and Regulations LP Gas at Special Events'" packet.
- c. **New Mexico Environment Department (NMED) – "Temporary Food Service Application" and Food Inspection for all Food Vendors:**
  - i. This is a required part of the registration packet.
  - ii. All food vendors will have a State of New Mexico Food inspection.
  - iii. Please thoroughly read the NMED application and guidelines. All information that is needed to have a successful inspection is spelled out in the packet.
  - iv. Throughout the Event, participant shall comply with the State of NMED's guidelines and requirements for food service as outlined in the packet, including setting up hand-washing stations.
- d. The NMED Temporary Food Service Permit must be posted in a conspicuous location throughout the duration of the Event.
- e. Participant is responsible for researching and complying with all permits, fees, licenses and other requirements as outlined by the NMED, the City of Rio Rancho and all State, County, Federal and Local Government guidelines.

**7) Gross Receipts Taxes:**

- a. The matter of Gross receipts is between you and the State and you are solely responsible for these taxes. The Pork & Brew event does not collect Gross Receipt Taxes, nor provide Gross Receipt information to the State of New Mexico concerning your operation.
- b. You must report the location of receipts as Rio-Rancho-Sandoval County. Rio Rancho-Sandoval County Location Code #29-524. State of NM Tax ID#'s can be obtained from the City Clerk's Office.

**8) Ash, Trash & Clean Hands Requirements: (Applicable to all participants)**

- a. Participant shall provide his/her own garbage bags and cans. Participant shall dispose of trash in nearest dumpster. The Event will only provide trash cans for common areas.
- b. Ashes, grease or grey water shall only be disposed of in the designated receptacles provided by the City. The ash, grease & grey water receptacle locations will be indicated on the site map.
- c. Recycling is encouraged. Cans and bottles can be recycled in the tall clear recycling containers. Corrugated cardboard can be recycled in the green dumpster labeled 'cardboard.' Soiled or wet cardboard shall not be placed in the recycling bin.
- d. Participant is responsible for removing trash from assigned area at the conclusion of the Event. Participant shall restore the area to an acceptable condition as inspected by event staff.
- e. In the case the participant does not clean his/her area to desired effectiveness as determined by Event staff, participant will be billed a cleaning fee and/or and may not be invited back to future City or Santa Ana Star Center events.

**9) Safety & Security: (Applicable to all participants)**

- a. Participant is responsible for the safety and security of his/her property.
- b. Participant shall police their leased area on a regular basis throughout the day to ensure safe and sanitary conditions.
- c. Participant is prohibited from creating noise or other distractions which might be, in the opinion of the Event organizers, detrimental to the event. City, or its agent, reserves the right to place penalties upon vendor conduct.
- d. All items sold, represented, or distributed are subject to the approval of the City, or its agent.
  - i. No alcoholic beverages, unless approved by the City or its agent.
  - ii. No flammable items or hazardous materials.
  - iii. No weapons, controlled substances, or similar material permitted on the premises.

**10) Liability:**

- a. *All Vendors* must have General Liability insurance.
- b. *Food Vendors, Beer Vendors, & Family Entertainment Vendors* must have Workers Compensation coverage or Signed Waiver for their employees.
- c. The City of Rio Rancho, Global Spectrum L.P. Santa Ana Star Center shall be named as an additional insured on all appropriate policies.
- d. Such insurance shall be endorsed to be primary to and not contributory with any coverage of the City of Rio Rancho, Global-Spectrum L.P., Santa Ana Star Center, and which may be applicable to the claim.  
Liability coverage shall provide for bodily injury and property
- e. Liquor Liability coverage, Host Liquor Liability coverage with a minimum limits of \$1,000,000 and \$2,000,000 aggregate.  
*Family Fun Vendors providing kiddie rides or bouncy houses* damage liability, personal injury liability and coverage for all acts and/or omissions of any employees, agents, players, performers, contractors or sub-contractors retained by vendor.
- f. *Arts & Crafts* vendors must have a minimum of \$500,000 per occurrence General Liability coverage with additional insured status for the Event.
- g. *Food Vendors* must have a minimum of \$1,000,000 per occurrence General Liability Coverage
- h. *Alcoholic Beverage Vendors* must have General Liability coverage and are subject to the statutory requirements of NMSA 57-25-3 and therefore must have General Liability per occurrence limit in the amount of \$3,000,000.
- i. *Food Vendors, Beer Vendors and Family Entertainment Vendors* must have Auto Insurance with minimum state limits. Please note higher limits may be required for vendors with greater vehicle exposure.
- j. *Food Vendors, Beer Vendors & Family Entertainment Vendors* are subject to statutory limits for Workers Compensation coverage.
  - Any vendor with three or more employees must provide EVENT with a certificate of insurance (COI) showing the vendor has Workers Compensation coverage. Vendors from out of state must show coverage for 'other states' is included in their Workers Compensation policy. A sole proprietor may affirmatively elect not to accept the provisions of the Workers' Compensation Act. **\*\*Event requires sole proprietors add a written statement to their registration packet when vendor has opted out of workers compensation coverage.\*\***

**11) Accepting Payment/Change: (Applicable to all participants)**

- a. Each vendor is responsible for accepting their own payment. We recommend that you are equipped with both square technology and cash.
- b. Each vendor is responsible to have sufficient change on hand. There are no banking facilities on the grounds. Pork & Brew **will not** have cash or change available to vendors.
- c. ATMs will be located within the event as well as in the Santa Ana Star Center.

**12) Indemnification: (Applicable to all participants)**

By signing the below, the undersigned participant agrees to

- a. release the City and any other sponsor(s) of the Event from any and all loss, damages, liabilities, or costs and expenses, of any kind, known and unknown, arising from or resulting from the Event; and
- b. indemnify and defend the City and any other sponsor(s) of the Event, and to hold them harmless for and against any and all loss, damages, liabilities, or costs and expenses, including reasonable attorney's fees and defense costs, of any kind, known and unknown, arising from or resulting from the vendor's or exhibitor's fault during the Event and all activities associated therewith, including but not limited to set-up, break-down, or sales and consumption of goods or services sold or provided at the Event.

**13)** Nothing in this document and registration packet shall operate or be deemed to alter or expand any liabilities or obligations under the applicable provisions of the New Mexico Tort Claims Act (NMSA 1978 §§ 41-4-1, *et seq.*), or to waive any immunities, limitations or required procedures thereunder.

**14) Refunds: (Applicable to all Participants)**

- a. No refunds will be made for partial cancelation of the Event, or for any cancelation resulting from circumstances beyond the City's reasonable control such as weather conditions. In the case a registered vendor fails to participate, no refund will be granted.

**\*\*SEE SIGNATURE PAGE BELOW\*\***

**2019**  
**Rio Rancho Pork & Brew**  
**Participant Guidelines, Rules & Regulations**  
**Signature Page**

**\*\*Please return the Signature Page with your 2019 Pork & Brew Registration Packet\*\***

**By signing the below, the undersigned participant represents that he or she has read and understands these rules and regulations and agrees to their provisions as of the date indicated below:**

Printed Participant Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Business Name or Vendor Name: \_\_\_\_\_

Date: \_\_\_\_\_

**By signing below the undersigned participant represents that he or she understands the Indemnification agreement in item 12 of this document and agrees to maintain their insurance coverage in effect before and throughout the Event.**

Printed Participant Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Business Name or Vendor Name: \_\_\_\_\_

Date: \_\_\_\_\_