



July 5 - July 7, 2024

Roswell, New Mexico

Website: www.roswellgalacticon.com

Part of the Roswell UFO Weekend!

Contract for Vendors

Space Cost – Vendor Booth:

\$265 Check here: _____

There will be a \$50 late fee if reserved after 5:00 pm, **Monday, June 14, 2024**. Each unit is approximately 10' x 9' and additional space can be purchased in those increments. If available, vendor space after this deadline will be on a first come, first serve basis. No refunds after June 24th. We have reserved the entire Main Hall this year doubling our space to provide an awesome event!

Space Cost – Writers' Row:

\$85 Check here: _____

There will be a \$25 late fee if reserved after 5:00 pm, **Monday, June 14, 2024**. This space will be a 6' table and two chairs with no backdrop. If available, vendor space after this deadline will be on a first come, first serve basis. No refunds after June 24th.

Roswell Business Registration – REQUIRED

*If you already have the Business Registration check here and send a copy to Elaine as follows

Email: Condor@dfn.com or Text: 575-626-2640

Check here: _____

*If you DO NOT have the Registration, check here and include the \$35 fee in your space rental fee.

Fill out the Business Registration form and we will file it for you

\$35 Check here: _____

The City of Roswell is requiring all vendors to have a New Mexico Tax ID Number (free) and a Roswell Business Registration (\$35). You must write in the NM Tax ID# below. If needed, we can file for the registration but you must include the \$35 fee with your payment as noted above.

Terms of Contract: This contract shall be an agreement between the 2024 Roswell Galacticon Committee (RGC) and the undersigned Vendor for the 2024 Roswell Galacticon according to the terms as follows:

- Vendor shall abide by all Rules and Regulations set forth by the RGC. The Vendor agrees to hold harmless the committee, the City of Roswell NM and their employees, agents and volunteers, from any damages or stolen property during the Galacticon. Spaces will be assigned by the Committee according to type, availability and date of receipt.
- **Vendor times:** set-up will be on **Thursday, July 4th**, from 1:00 pm to 6:00 pm and **Friday, July 5th** from 8:00 am to be open by **noon**. The Vendor Hall will be open to the public as follows: **Friday, July 5th – noon to 6:00 pm, Saturday, July 5th 10:00 am to 6:00 pm and Sunday, July 7th – 10:00 am to 4:00 pm. Vendor is required to be open until 4:00 pm, Sunday, July 7th, 2023.** Take-down time will be from 4:00 pm to 7:00 pm on Sunday. Any other time arrangements must be made with the RGC agent. Agreement to these terms is shown by vendor signature below.

Vendor Information: (please write legibly)

Required NM Tax ID # _____

Business Name: _____

Owner's Name: _____

Address - Street or Box: _____

City, State and Zip: _____

Phone - Best: _____

Email Address: _____

Website: _____

Brief Product Description: _____

Signature of Vendor: _____ **Date:** _____

Signature of RGC Representative: _____ **Date:** _____

This contract is valid only with the signature of both the Vendor and the RGC Representative.

Send this Application to:

Roswell Galacticon: Elaine Mayfield

1801 E College

Roswell, NM 88201

Email: condor@dfn.com

Phone: 575-626-2640

Text: 575-626-2640

Payment is due within 7 days of receipt of approval of this vendor application by RGC. Payment can be made by check or PayPal account at address included with approval email. Contract becomes valid upon payment processing.

Date Received: _____ **by:** _____ **Deposit \$** _____ **Paid in Full \$** _____