

The Roosevelt County Fair Board
reserves the sole right to select vendors they deem appropriate for the
vendor mix on an annual basis.

This application does not guarantee the applicant booth space

**ROOSEVELT COUNTY FAIR
Vendor Application
August 19 – 25, 2024**

Please mark one:

RETURNING VENDOR: _____ NEW VENDOR: _____

NAME _____ PHONE _____

NAME OF ORGANIZATION: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TYPE OF FOOD SERVED OR ARTICLES SOLD: _____

SIZE OF SPACE NEEDED: _____

GRAY WATER/SEWAGE NEEDED: _____

OTHER INFORMATION: _____

VENDOR FEE: (includes 2 gate passes & parking pass) **\$400.00**

Cleaning Deposit/Early Out Deposit **(Separate Check)** **\$200.00**

Additional Gate Passes: QTY: _____ @ \$25.00 each= \$ _____

Total Amount Enclosed with Application: \$ _____

(Please make check or money order payable to Roosevelt County Fair)

Mail to: Mark Clark
PO Box 545
Portales, NM 88130

-----Official Use Only-----

Date Application Received: _____

Total Amount Received: \$ _____ Total # of Armbands Needed _____

Check or Money Order No.: _____

ROOSEVELT COUNTY FAIR
Vendor information
AUGUST 19 – 25, 2024

Please send complete application, A CURRENT PHOTOGRAPH OF VEHICLE/BOOTH, vendor fee of \$400.00 plus fees for additional armbands.

A SEPARATE CHECK FOR THE CLEANING/EARLY OUT FEE

Please send funds in the form of a check or money order and make payable to: Roosevelt County Fair

Return to: Mark Clark
PO Box 545
Portales, NM 88130

Returning Vendors: Applications are due by July 1st. Application is considered complete and vendor space will be assigned when the fee of \$400.00 has been received. Booths will be assigned on a first come first served basis, and spaces will be assigned.

New Vendors: Applications can be submitted for a spot on the waiting list. New vendors, please do not send money with the application. When a vendor space becomes available, you will be notified and required to pay the vendor fee at that time.

These booth spaces are all located outside. The Roosevelt County Fairboard shall provide space only, electricity and water if requested. Vendors are responsible for shelter, electrical cords, water hoses, etc. Supply trailers will have designated parking.

ALL VENDORS MUST SEND A CURRENT PICUTRE OF VEHICLE/BOOTH WITH APPLICATION.

Vendors must check in at the Fair Office before entering into the fairgrounds, to obtain a vendor packet and location of parking.

There will be designated areas for supply trailers and campers.

For further information call: Mark Clark at (575)607-5692, leave a message if no answer, or send an email to: marktclark30@hotmail.com

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ALL VENDORS MUST BE READY FOR INSPECTIONS ON MONDAY