



## 2026 Vendor Application

June 24 – 27, 2026

I \_\_\_\_\_ herein as a vendor agree to the following conditions to The Rodeo de Santa Fe.

### Regulations, Licenses, and Insurance

1. My booth will follow all State of New Mexico and City of Santa Fe Health regulations and Fire Codes; I will adhere to these regulations and codes during the Rodeo de Santa Fe. Furthermore, I will obtain the appropriate licenses to conduct business from June 24th – 27th, 2026. I understand there is a gross receipts tax required to be paid by all vendors for products sold and I agree to obtain a NM Gross Receipts tax ID (CRS) and to pay to the State of NM all appropriate taxes due on my gross sales. All Vendors agree to indemnify Rodeo de Santa Fe, The City of Santa Fe and The State of NM from any liability whatsoever, resulting from the operations of the subject business and shall provide the Rodeo de Santa Fe with a copy of their current Public Liability Insurance Coverage in the amount of \$100,000.00 by May 1, 2026.

### Set up

1. I agree to be set up and ready for the inspections at the Rodeo de Santa Fe grounds on Tuesday, June 23, 2026. **FOOD VENDORS ONLY**
2. I will be completed with my set-up and have my vehicles removed from the vendor by 1:00pm on Wednesday June 24th, 2026.
3. I agree to the following:
  - A. No banners or signs will be placed without the permission of The Rodeo de Santa Fe.
  - B. No Vehicles or Trailers are allowed anywhere but designated areas.
  - C. All trash must be contained, and we will provide 1-2 trash cans which **Will Need to be DOUBLE BAGGED** for all food waste.
  - D. A 20' radius will be clear around ALL fire hydrants.
  - E. All sales will be conducted within my allocated booth space only.
4. I understand that my food booth will be inspected on Tuesday, June 23, 2026, by The State of NM Environment Department, The City of Santa Fe Fire Dept. and the State Licensing and Regulations Propane Inspector as well as an Electrical Inspection.

5. I will remove all my grey water and grease from the premises and dispose of elsewhere.  
**No Street drains can be used for dumping any grey water or grease.**

#### **Breakdown**

1. I will break down my booth and clean around my space by 7:00pm on Sunday June 28, 2026, I agree to indemnify and hold Rodeo de Santa Fe harmless from all claims, demands, actions, causes of actions, liabilities, and damages of any kind, concerning or in any way related to this agreement or vendors/participants performance hereunder. I also agree that the attached fact sheet and all other information offered by the City and State Agencies stipulating rules and regulations as a part of this contract.

I agree to pay \$400 for Food Vendor or \$200 for a non-food vendor. Food vendors require a \$150.00 cleaning Deposit.

Form of payment will be either a Cashier's check, or Money Order made payable to Rodeo de Santa Fe.

Cleaning Deposits Only may be a personal check. Please remit Payments to  
P.O Box 5185 Santa Fe, NM 87502-5185 or hand deliver to Eric Sanchez 505-210-2551

**Vendor Signature**

**Date**

#### **VENDOR INFORMATION**

Non-Food Vendor \$200.00 \_\_\_\_\_

Food Vendor \$400.00 \_\_\_\_\_

Cleaning Deposit for Food Vendor \$150 \_\_\_\_\_

Vendor Name \_\_\_\_\_

Vendor Address \_\_\_\_\_  
\_\_\_\_\_

Email Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Alternate Number \_\_\_\_\_

**Product:** Please list all products, distributions, services and or other purpose for request of booth space. Include prices if applicable. Attach any menus for food and beverages. May use additional page if necessary.

## Insurance Carrier

Policy Number \_\_\_\_\_

Phone Number

## SPECIAL EVENT LICENSE APPLICATION

ALL INFORMATION ON THIS FORM TO BE COMPLETED BY APPLICANT

Applicant's Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Event Location Address: 3237 Rodeo Rd Santa Fe, NM 87507  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Artist/Artisan  Food  Merchandise  Special Event Sponsor

Event Name: Rodeo De Santa Fe Dates: \_\_\_\_\_

CRS GROSS RECEIPTS TAX NUMBER IS REQUIRED TO CONDUCT BUSINESS IN THE CITY OF  
SANTA FE.

IF YOU DO NOT HAVE A CRS GROSS RECEIPT TAX I.D. NUMBER, PLEASE CONTACT THE STATE OF  
NEW MEXICO TAXATION AND REVENUE DEPARTMENT AT: (505) 827-0951 OR THE CITY OF SANTA FE  
AT: (505) 955-6551.

Prior City License  Yes  No, If Yes, enter License Number: \_\_\_\_\_

\*CRS I.D.#: \_\_\_\_\_

VEHICLE VENDOR'S INTENDING TO SELL FOOD & BEVERAGES MUST ATTACH A COPY OF YOUR  
STATE OF NEW MEXICO ENVIRONMENT DEPARTMENT PERMIT, TO OPERATE.

Email Address: \_\_\_\_\_

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

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

\* The gross receipts tax is a tax imposed by the State  
of New Mexico on persons engaged in business in New  
Mexico for the privilege of doing business.

FOR OFFICE USE ONLY	
Receipt #:	Amount:
License #:	Date:

Sample Only

# New Mexico Environment Department Environmental Health Bureau



## Permit to Operate

Owner Name: **Sample Only**

Facility Name:

**Location:** 3237 Rodeo Rd Santa Fe, NM 87507

**Permit Type:** Temporary Event Permit Or Various Locations Permit

Permit Number:

**Failure to maintain and operate the facility in compliance with the applicable State Regulations may result in suspension or revocation of this permit by an authorized representative of this Department.**

Date Issued: June  
Date of Expiration: June

Authorizing Official  
NMED

*This permit shall be renewed annually, but is not transferable to another individual, establishment, or location. This permit must be displayed in conspicuous place.*