

**HELPFUL HINTS FOR FOOD VENDORS/BOOTH VENDORS
WHO WOULD LIKE TO DO BUSINESS WITH
THE CITY OF ALAMOGORDO
PARKS AND RECREATION DEPARTMENT**

FOOD VENDORS:

You must have all your required paperwork and permits through NM EID (811 E. First Street Suite D, Alamogordo, NM 88310 (575) 437-7115) before requesting your Route Food Vendor Permit:

WHERE DO I GO? CITY HALL/CITY CLERK'S OFFICE, 1376 E. 9th Street Alamogordo, NM 88310 (575) 439-4100 Contact: Deputy City Clerk

1) Food Vendor License-

1. Requires an application to be filled out. This takes 2 weeks to get approvals from various city departments.
2. There is a \$35 annual fee for this permit due at the time the application is submitted.

IF YOU ARE REQUESTING TO DO BUSINESS ON CITY PROPERTY SUCH AS CITY PARKS OR BALLFIELDS:

WHERE DO I GO? ALAMOGORDO FAMILY RECREATION CENTER 1100 Oregon Avenue Alamogordo, NM 88310 (575) 439-4142 Contact: Recreation Center Manager

1) Concessionaire Agreement-

1. If you are making revenue on city property, you are required to enter into an agreement with the City of Alamogordo.
2. Recreation Center staff will collect information from you as to what area(s) you would like to vend and generate this agreement for you which in turn goes to our Legal Office. This may also take 2 weeks to complete.
3. There is a 10% fee charged for profits made. This fee is paid to the Recreation Center per your agreement. Due dates are included in your agreement.

IF YOU ARE INTERESTED IN VENDING AT ONE OF OUR SPECIAL EVENTS:

Events include Sounds of Freedom, 4th Fridays, Movies on the Stage, White Sands Pupfish, Easter in the Park, Zoo Boo, etc.

WHERE DO I GO? SGT WILLIE ESTRADA MEMORIAL CIVIC CENTER 800 E. First Street Alamogordo, NM 88310 (575) 439-4159 Contact: Special Events Manager

1) Special Event Permit-

1. You must have your small service agreements in place to do business on city property.
2. May require that you fill out an application.
3. Fees vary based on the type of event and whether you will require electricity. No 10% profit charge

Checklist:

- Have I given myself at least 2-3 weeks for all of my paperwork to be routed and approved?
- If I am selling food, have I filled out the Route Food Vendor form and paid my fee?
- Have I completed my small services agreement giving me permission to vend on city property?