



Gallup Inter-Tribal Indian Ceremonial Association
206 West Coal Avenue
Gallup, New Mexico 87301

BOOTH INFORMATION

Guidelines & Procedures

Thank you for your interest in the Commercial Exhibit Space at the Gallup Inter Tribal Indian Ceremonial. The following information is provided to assist you in planning for the upcoming event. If after reviewing the enclosed material, you decide to make a formal application, complete, and return the application form. As applications are accepted, a contract will be forwarded for proper signature. All space locations and assignments are assigned at the sole discretion of Gallup Inter Tribal Indian Ceremonial. This information has been compiled to serve as a guide.

The Gallup Inter Tribal Indian Ceremonial assumes no responsibility for errors or omissions.

Pricing

- *Outside Space (size varies) \$50.00 a day.
- *Pull-in Concession (1 to 2 items) \$100.00 a day
- *Pull-in Concession (3 to 4 items) \$125.00 a day
- *Pull-in Concession (5 to 6 items) \$200.00 a day
- *Pull-in Concession (7 items or more) \$250.00 a day

Arrival

Upon arrival at Red Rock Park, you can verify your space location and receive your credentials and other information at this time.

Contracts

The terms of the exhibit contract require a deposit of one-half the total cost to be returned with the signed contract. Balance of payment must be made before July 1, 2024. All contracts are subject to cancellation if payments are not made on the due date. Make all checks or money orders payable to Gallup Inter Tribal Indian Ceremonial. No refunds of fees will be made on canceled contracts after July 1, 2024. All exhibitors must have a fully negotiated contract for space prior to setting up.

Vendors Schedule

Commercial vendors may set up Friday, August 9th at 7:00 am. or Saturday, August 10th at 7:00 am. Food concessions will need to contact the Gallup Inter Tribal Indian Ceremonial office for set up time.

Exhibit Hall Exhibitors

Size: All indoor booth spaces are 10'x10'. A space will be assigned in the exhibit hall, the location will be assigned at the discretion of the exhibit hall coordinator.

Operation: Exhibitors must confine all transactions to the space leased and shall not display signs, placards, brochures, or advertisements, or solicit customers in any location on the grounds except within the contracted space. Exhibitors with demonstrations must plan their display so that those watching do not block aisles or interfere with neighboring exhibit areas.

Tables and Chairs will not be provided. Exhibitors will need to provide their own.

Clean-Up: Each exhibitor is responsible for cleaning their own exhibit space. Cleaning should be done at the end of each day. Exhibitors are requested to break down all boxes. Clean-up personnel will not enter booth areas. **Please help keep your area neat and attractive for all visitors to see.**

Security - GALLUP INTER TRIBAL INDIAN CEREMONIAL will make every effort to provide adequate building and ground security during the GALLUP INTER TRIBAL INDIAN CEREMONIAL. Security is provided by a selected vendor of the Gallup Inter Tribal Indian Ceremonial. Gallup Inter Tribal Indian Ceremonial cannot be held responsible for any loss or damage or for injury by or for any cause. Exhibitors must make provisions for the safeguarding of their displays and are urged to insure themselves against property loss or damage and against liability for personal injury. Exhibitors are not allowed to remain overnight with their exhibits.

Sound Devices

All sound devices such as radios, stereos, speakers, organs, and any other attention-getting devices are subject to the approval of the management and must be controlled so as not to interfere with other exhibitors.

Exhibitor Services

Vendor Exhibitor Passes & Permits: Food vendors will be issued four admission passes and two vehicle passes. Jewelry vendors will be issued two admission passes and one vehicle pass. The GALLUP INTER TRIBAL INDIAN CEREMONIAL will not be responsible for lost or stolen passes.

State Compliance

Exhibitors must comply with all state and local laws and regulations, including but not limited to laws and regulations concerning taxation, health, safety, labor, employment, and licensing.

Outdoor Locations

If you are thinking of making any "holes" or "staking" anything to the asphalt surface **"DON'T DO IT", IS NOT ALLOWED.**

There are creative and inexpensive ways of securing structures without penetrating or damaging any asphalt surface.

Food Service

*Concessionaires are fully responsible for the installation, maintenance, and removal of their structures, property, and belongings. All personal items and equipment must be removed on the last day of closing of the Gallup Inter Tribal Indian Ceremonial.

*Each concession must maintain one workable five-pound 40 BC approved fire extinguisher in the concession at all times.

*Concessionaires are required to help keep table areas clean.

*Grease shall be disposed of properly in self provided grease depositories only.

*Concessionaires must sell or dispense all drinks in disposable paper, foam or plastic cups, or aluminum cans. **Drinks in glass containers are not permitted.**

*Concessionaires must submit a menu along with prices to the GALLUP INTER TRIBAL INDIAN CEREMONIAL prior to the opening of the concession. Price may not be raised during the Gallup Inter Tribal Indian Ceremonial without approval from the GALLUP INTER TRIBAL INDIAN CEREMONIAL.

Food Service Regulations

The New Mexico Environment Department, 1720 E. Aztec Ave, Gallup, NM 87301 (505) 470-2473 or (505) 670-5754 is the regulatory body for all food vendors. A copy of the NMED permit must be on file before the booth can open for business.

Animals

Only qualified service animals. Livestock on exhibit, or trained animals for scheduled acts will be permitted on the Gallup Inter Tribal Indian Ceremonial grounds. Any animal found running loose will be turned over to County Animal Control.

The Gallup Inter Tribal Indian Ceremonial reserves the right to remove any vendor from the Gallup Inter Tribal Indian Ceremonial grounds or to ask vendor to remove any display or item at the discretion of the GALLUP INTER TRIBAL INDIAN CEREMONIAL Board of Directors.