



## Carlsbad Winter Wine Festival Winery Instructions

**Dates:** November 30 – December 1, 2018. Set up is Friday November 30<sup>th</sup> 8am-5:30pm

**Festival Hours:** Friday 6:00pm to 9:00pm, Saturday 12:00 Noon to 6:00pm

**Location:** Pecos River Village Conference Center: 711 Muscatel Ave Carlsbad, NM 88220

**Security:** Security will be provided 30 minutes prior to the start of the event until 30 minutes after the event each day. The building will be secured outside of festival hours. Neither Las Cruces Event Planning, Carlsbad Chamber of Commerce or Carlsbad Winter Wine Festival will be responsible for damages, theft, or loss to your property at anytime.

**Wine tastings and sales:** Provide free ½ oz. samples of wine to guests. Samples are unlimited for the VIP night on Friday. Samples are limited to 10 on Saturday. Please take their ticket when you provide a sample. You may sell glasses for consumption on-site and bottles/cases for at-home consumption.

**Expected Attendance:** 350 Friday and 800 Saturday

### Important Dates:

There will be NO EXCEPTIONS to the below deadlines. We must adhere to these deadlines to meet local and state permitting requirements and get the Alcohol and Gaming permits in time.

### October 1<sup>st</sup>

- Completed Carlsbad Winter Wine Festival registration form
- Completed Public Celebration Permit, signed and notarized
- A check for your booth fees made payable to “Carlsbad Chamber of Commerce”
- A check for \$20 made payable to “NM Alcohol and Gaming” for your permit fee
- Complete servers list including: name, license # and expiration date
- Certificate of Insurance, current through 12/3/18

**Booth Placement:** Your placement will continue to rotate between the meeting rooms, hallway and carousel room, as we have done in previous years.

**Celebration Permits:** We will secure local signatures and send the permits to Santa Fe with the rest of the required documentation. We will give them to you when you arrive to set up.

**Questions:** If you have any questions as you complete your package, please contact Staci Mays at 575-522-1232 or [staci@lascruceseventplanning.com](mailto:staci@lascruceseventplanning.com).



**2018 Carlsbad Winter Wine Festival: Winery Registration  
November 30-December 1, 2018  
@ Pecos River Village Conference Center**

The deadline to register for this festival is **October 1, 2018** to allow us time to do the rest of the local and state paperwork for you.

Winery Owner: \_\_\_\_\_

Winery Name: \_\_\_\_\_

Winery Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Description	Quantity	Unit Fee	Total Fee
10' x 20' Booth (includes 2 8ft tables and electricity)		\$150	
<b>TOTAL</b>			

You do need a temporary business license for this festival. Call the City of Carlsbad at 575-887-1191 and ask for the licensing department. Or you may download the form online at [www.cityofcarlsbadnm.com](http://www.cityofcarlsbadnm.com). Click on Planning, Eng. & Reg. Dept, then Applications Permits, Forms & Fees, then Business Registration Application. This temporary permit is \$10.

You must mail the following by **October 1<sup>st</sup>**:

- The completed registration form
- Public Celebration permit, completed, signed and notarized
- Check for registration fees made payable to Carlsbad Chamber of Commerce
- Check for \$20 made payable to NM Alcohol and Gaming
- List of servers including: name, server's license number and expiration date
- Copy of liability insurance

**Mail all of the above to:  
Carlsbad Winter Wine Festival  
250 Cotorro Ct  
Las Cruces, NM 88005**

If you have any questions, please contact Staci Mays at Las Cruces Event Planning 575-522-1232 or email [staci@lascruceseventplanning.com](mailto:staci@lascruceseventplanning.com)

# ALCOHOL & GAMING DIVISION | PUBLIC CELEBRATION PERMIT APPLICATION

(§60-6A-11 / 60-6A-26.1 NMSA)

**FEE PER DAY:**  \$10.00, **No. of Days:** 2 (DO NOT SUBMIT CASH) **Date Application Filed:** \_\_\_\_\_

A copy of all approved permits are sent to the Special Investigations Division of the Department of Public Safety, and DPS will request additional information, if needed.

## LICENSE HOLDER INFORMATION: *Check boxes that apply*

**Liquor License #** \_\_\_\_\_ **Type of License:**  Craft Distiller  Small Brewer  Winegrower

**Business Name (DBA):** \_\_\_\_\_ **Owner Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City, State & Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

## EVENT INFORMATION:

**Date(s) /Duration of Event:** \_\_\_\_\_

**Description and Name of Event:** Carlsbad Winter Wine Festival

**Physical Address of Event:** 711 Muscatel Ave Carlsbad, NM 88220

**Type of Event:**  Indoor Event Only  Outdoor Event Only  Beer Garden  All Ages Event  Wrist Bands and/or Stamps

**Type of Celebration:**  State Fair  County Fair  Community Fiesta  Cultural / Artistic Performance  Athletic

**TIME:** 11/30/18 6pm 11/30/18 10pm 300 Friday 700 Saturday

**Event Begins at:** 12/1/18 12pm 11/30/18 6pm **Event Ends at:** 12/1/18 7pm 11/30/18 10pm **Total Number of Attendees Expected at Event:** \_\_\_\_\_

**Alcohol Service Begins at:** 12/1/18 12pm **Alcohol Service Ends at:** 12/1/18 7pm **Total # of Attendees Expected to Consume Alcohol:** 200 at one time

**SECURITY:** Describe Type: Xtreme Security **Number of Security:** 4

**Security Contact Name:** Melissa Salcido **Contact Telephone #:** 575-302-5464

**Note:** Licensee's employee(s) assigned to work security, must work this exclusively and may not serve at the Event.

**SPONSOR INFORMATION:** Sponsor of Event: Carlsbad Chamber of Commerce

**Name of Contact:** Robert P Defer **Phone:** 575-887-6516

**APPROVAL OF PROPERTY OWNER:** Phone Number: \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Your Business and Location of Property:** \_\_\_\_\_

**LICENSE HOLDER & SERVER CERTIFICATION:** I, \_\_\_\_\_ (Licensee) hereby certify that this application is signed by Licensee or authorized person under this License, *that Event is not within 300 feet of a church or school* unless alcoholic beverages were sold there prior to July 1, 1981 or a waiver is obtained from the local governing body.

I further certify that all persons providing the service of alcoholic beverages at the Event are currently Server Certified, that they are all my employees, and that ALL the information in this Application and the Attachments, is true and correct. Licensee Agrees that if any statements or representations herein are found to be false, the Director may refuse to issue additional permits. I understand that all fees submitted are non-refundable. **Must sign before a Notary:**

**Licensee Name:** (print) \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTARY PUBLIC USE ONLY:** (State of \_\_\_\_\_, County of \_\_\_\_\_)

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By: \_\_\_\_\_ Notary Public: \_\_\_\_\_

SEAL

My Commission Expires: \_\_\_\_\_

**LOCAL GOVERNING BODY APPROVAL:** Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**AGD USE ONLY: Application Must Include:** Payment of Fees, per day (listed on top of page), Floor Plan – (w/photos) & Detailed Server List

**FINANCE|** Application Fee \$ \_\_\_\_\_ Received on: \_\_\_\_\_ Receipt No. \_\_\_\_\_

**Clear of Citations/Holds:**  Yes  No, \_\_\_\_\_  Approved  Disapproved, \_\_\_\_\_

**Processed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assigned Permit Number:** \_\_\_\_\_ **Approved Permit Sent on:** \_\_\_\_\_ **By:**  Email  Fax