

## *FOOD Vendor Information & Requirements:*

Let me help you. Below are a few links that will help you with the needed information. If you have questions, please call me. I'm willing to share information and talk with you through any issues.

Monica 505-947-7899

1. Obtain a New Mexico Gross Receipt Tax ID number from the New Mexico State Tax and Revenue Department

<https://www.tax.newmexico.gov/governments/gross-receipts-tax/>

2. All Food/Treat/Drink vendors must obtain a Purveyor' Permit from the New Mexico State Environmental Department. Vendors selling on Friday evening; are required to apply for a 3 day permit at the cost of \$25.00 for each space

<https://www.env.nm.gov/foodprogram/retail-food-application/>

**For general questions please contact our local health department**

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3. Provide evidence of public liability Insurance Coverage. The minimum coverage of \$1,000,000 per occurrence and \$500,000 per person shall be required. Insurance Certificate must name River Reach Foundation & the City of Farmington as additional insured. (P.O. Box 2056 Farmington, NM 87499-2056)

Business insurance can be purchased from any insurance company. You can purchase insurance for the length of the event 2-3 and save money, price ranges around \$150.00-\$300.00

Last year we had a few vendors purchase insurance from Next Insurance Online for the event for \$29.00

[https://www.nextinsurance.com/?serial=80002&channel=sem&utm\\_source=bi ngads\\_brand&utm\\_campaign=Brand-Next-](https://www.nextinsurance.com/?serial=80002&channel=sem&utm_source=bi ngads_brand&utm_campaign=Brand-Next-)

4. Vendors using propane will be inspected by the New Mexico LP Gas Bureau

Requirements are listed in the document linked below – LP Gas Bureau Special Events Rules and Regulations

<https://www.rld.nm.gov/construction-industries/find-a-bureau/bureaus/construction-industries/lp-gas/>