



Outdoor Vendor Permit Application

Instructions

The vendor permit application may be completed using this form and then submitted to the Office of the Assistant Vice President for Student Engagement. This information is necessary to verify eligibility for an Outdoor Vendors Permit. Alternatively, you may submit your application Online at:

<https://www.roswell.enmu.edu/vendor-apply>

The application fee is \$10 USD per event.

Application payment must be submitted at the time of application. Acceptable methods of payment are check, cash, Mastercard, or Visa at the Cashier's Office which is located in the Administration Center. Checks should be made payable to Eastern New Mexico University – Roswell.

Completed applications will be reviewed by the Assistant Vice President for Student Engagement.

Eligibility status and event details will be sent to the email address listed in the contact section of this application.

Permits will be distributed to vendors during set-up for the event and shall be displayed in a visible location within the vending area. Vending will be confined to the location assigned by the Campus.

Notice

All private, commercial, and non-profit vendors not associated with the ENMU-Roswell Campus who seek to sell goods or services must abide by Administrative Procedure "Outdoor Vendors for Special Events" and are required to apply for a permit. Campus organizations, such as student clubs and internal departments, must also follow this same process. This procedure does not apply to vendors or owners or operators of commercial vehicles who are selling goods or services directly to the Campus or to any officers, employees, or agents thereof.

Supporting Documents

You may be required to submit a copy of your City of Roswell Business License, a copy of your Certificate of Liability Insurance, and a copy of your New Mexico Environment Department Food Safety Bureau Permit, if applicable.

Need Help?

Please contact the Office of the Assistant Vice President for Student Engagement, (575) 624-7065



Outdoor Vendor Permit Application

Campus Organization / Student Club? Yes No

Point of Contact

Name _____
(first) *(last)*

Email _____

Street Address _____

Address Line 2 _____

City _____ State _____ Postal Code _____ Country _____

Phone _____

Your Organization

Organization's Name _____

Email _____

Street Address _____

Address Line 2 _____

City _____ State _____ Postal Code _____ Country _____

Phone _____

Vehicle Information

Make _____ Model _____ Color _____

License Plate # _____ State _____

Time & Location

Event Name _____

This is the designated name of the campus event, if applicable

Location _____

Where, on campus, do you plan to provide services?

Activity _____

A brief description of the type of vending activity that your company / org intend to provide

Date _____ Time _____ Duration _____
(dd / mon / yyyy) *(When will you arrive?)* *(Hours)*

TIN/EIN _____

New Mexico Gross Receipts Tax Number _____