



WINGS ‘N WHEELS, SEPTEMBER 23, 2023
NOTICE TO VENDORS

Thank you for working with the City of Clovis to make sure Wings ‘n Wheels at the Clovis Regional Airport is a fun and safe activity for the whole community. The following is some information you will need regarding your paid vendor space at Clovis Regional Airport on September 23, 2023:

1. **You must check in between 7:00 a.m. and 9:00 a.m., Saturday, September 23, 2023.** Please check in with Vicki Reyes with Administration on arrival. Her phone number is 575-799-6845 should you need to speak with her during the course of the day.
2. If you are cooking food to sell to the public at your booth/truck, please contact the New Mexico Environment Department at 575-762-3728.
3. There will be a \$100 fee for any vendor selling items and you will need to provide a copy of your City of Clovis business license. Informational booths will be free. Please note that if Wings ‘n Wheels is rained out your vendor fee will be returned to you.
4. Due to the limited number of spaces we have for vendors **the City of Clovis will only reserve spaces on a “first come, first served” basis.**

I HAVE RECEIVED A COPY OF “NOTICE TO VENDORS” FOR MY BOOTH SPACE.

SIZE OF VEHICLE/CANOPY (MANDATORY): _____

BUSINESS NAME/ORGANIZATION: _____

SIGNED

PRINT NAME

PHONE NUMBER: _____ EMAIL: _____

MAILING ADDRESS: _____

Please return the completed form to City Hall, 321 N. Connelly or vmreyes@cityofclovis.org