



# VENDOR / SOLICITOR PERMIT

Community Development Department

VILLAGE OF LOS LUNAS  
660 Main Street NW  
Los Lunas, NM 87031  
(505) 839-3842

**PLEASE REVIEW THE INFORMATION AND ADDITIONAL REQUIREMENTS ON THE OPPOSITE SIDE OF THIS PAGE PRIOR TO SUBMITTING THIS APPLICATION.**

## 1. CONTACT INFORMATION

Applicant(s) \_\_\_\_\_ phone \_\_\_\_\_

Mailing address \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

Email address \_\_\_\_\_ fax \_\_\_\_\_

CRS# (11 digit number) \_\_\_\_\_

## 2. VENDING INFORMATION

Vending location address \_\_\_\_\_

If no address, provide legal description (subdivision, block, lot) \_\_\_\_\_

Vending dates: from \_\_\_\_\_ to \_\_\_\_\_

Total number of days \_\_\_\_\_

What will you be selling? \_\_\_\_\_

## 3. SIGNATURE(S) OF AUTHORIZED APPLICANT(S)

By signing below, I understand that I am obliged to pay the Vending Fee, assessed at \$25.00 for the first day of vending, and \$10.00 for each additional day. I agree not to vend on public property, including street corner vending on a public right-of-way; I agree not to vend on private property unless I have obtained written permission from the property owner; and I agree not to sell in any restricted areas. I have provided all required documentation, including at least one form of identification, such as a driver's license, at the time of this application. I agree to carry a copy of my Vendor Permit at all times while I am vending. ***If I am applying for a permit for door-to-door solicitation, I have obtained a surety bond in the amount of \$1,000 and have provided proof with this application. I agree to carry a copy of my ID card in addition to my Vendor Permit while I am soliciting. I understand there is no soliciting after dark, and I agree to only solicit during daylight hours.***

Printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*OFFICE USE ONLY\*\***

Permit #: \_\_\_\_\_ Receipt #: \_\_\_\_\_ TOTAL FEES: \_\_\_\_\_

Approval/Disapproval by \_\_\_\_\_

**FEE CALCULATION**

VENDOR FEE, FIRST DAY _____	\$ 25.00
VENDOR FEE, ADDITIONAL DAYS _____ ( _____ DAYS x \$10/DAY) =	\$ _____
SOLICITOR FEE(S) _____	\$ _____
<b>TOTAL FEES</b>	<b>\$ _____</b>

# VENDOR PERMIT

## Required Documentation

### WHAT IS A VENDOR?

Vending in the Village of Los Lunas is regulated by Section 5.04.020 E of the Municipal Code, which states:

*“(...) Vendors of all kinds, who sell merchandise or services of any character, whether delivery be made by them or not, or who shall temporarily bring into the city stocks of goods, wares or merchandise, including fruits or vegetables, and offer the same at the public auction or private sale, or who shall offer to perform services for a period of time less than two weeks, at the rate of twenty-five dollars for the first day, and for each succeeding day ten dollars; provided, however, that this section shall not include traveling salesmen or drummers taking orders for merchandise to be delivered to retail dealers only; and provided further, however, that **nothing herein shall apply to any person selling fruits, farm or garden produce of his own raising (...)**”*

This means, if you are selling any type of goods, engaging in door-to-door solicitation, or providing any type of service, on a temporary basis of ten calendar days or less, and outside of a permanent business location in the Village of Los Lunas, then you are considered a vendor. The only exception to this is the sale of fruits, farm, or garden produce that you have grown yourself. If you are selling produce that you have raised yourself in the Valencia County area, you are not required to obtain a vendor permit, but you must still obtain permission from the property owner where you will be vending.

### PROOF OF IDENTIFICATION

All vendors must submit at least one form of identification, such as a driver's license, at the time of application.

### WRITTEN PERMISSION FROM PROPERTY OWNER

Please submit with this application written permission from the property owner of the property on which you intend to locate.

**There is no vending or parking allowed on public property.**

### SOLICITATION - ADDITIONAL REQUIREMENTS

If you will be engaging in door-to-door solicitation, in addition to the fee requirement, you must obtain a surety bond in the amount of \$1,000. Proof of this bond must be presented with the submission of this application. All persons engaged in door-to-door solicitation must carry a copy of their identification with them while working at all times. There is no solicitation allowed after dark. All door-to-door solicitation activities must be conducted during daylight hours.

### FOOD SALES - ADDITIONAL REQUIREMENT

If you will be selling food, you must obtain a health certificate from the New Mexico Environment Department (NMED).

Applications can be found on the NMED website at: [https://www.env.nm.gov/fod/Food\\_Program/applications.html](https://www.env.nm.gov/fod/Food_Program/applications.html). Contact the NMED local field office inspectors at (505) 841-5281 or (505) 841-5283 with any questions.