



Challenge New Mexico's 33rd Annual Santa Fe Plaza Arts & Crafts Festival

Booth Information

General Information- No awnings, signs, extended walls, or protrusions of any kind that extend into the fire lane are acceptable. You will be asked to remove/move/change it if necessary.

This is a fire department ordinance, and will be enforced! Don't complain if you are asked to change your booth set up, because all of this information was in your acceptance packet!

Exhibitors must provide their own booth and display equipment. Booth spaces are approximately 10' X 10', and all vendors' inventory and belongings must stay within the assigned 10' X 10' space. There are to be no canopies or extensions to the booths beyond the 10' x 10' space. All rules are put forth by the City of Santa Fe, and officials will be patrolling to enforce compliance. The weather in Santa Fe varies greatly in June, so be prepared for sun, heavy rain, strong winds. Vendors using electricity- be sure to use a #10 gauge extension cord and secure all cords. Security officers are on the Plaza at night, but our insurance does not cover theft, so we recommend that you do not leave valuables unattended in your booth overnight.

Judging will begin between 10:00 – 11:00 a.m. on Saturday and continue through out the day.

Challenge New Mexico volunteers will collect donations through out the weekend.

Signs to Display

Only vehicles displaying an official event booth number will be allowed to enter the Festival area. Once you are set up, your **booth-number sign must be displayed in plain sight in your booth** throughout the weekend. You will also receive a vendor ID card for your vehicle, this must stay on your dashboard in plain sight any time your vehicle is on the plaza. (set up, early am or late pm and take down)

You will also need to display your Certificate of Approved Use, issued by the City of Santa Fe. This Certificate is proof that you are licensed to sell at the show. Santa Fe City officials will be looking for these certificates, so it is absolutely essential that you have yours.

Exit Plan

Before you are allowed to enter the plaza at the end of the festival with your vehicle, you must have your booth space **broken down, packed and ready to be loaded**. When ready, go to an orange-vested volunteer, they will check your space and you will receive an exit certificate for your dashboard, allowing you to line up at the East Palace Avenue barricades in order to enter the plaza with your vehicle.

At 6:00 p.m. on Sunday, we will have people manning the barricades at all points; those vendors who have received an exit certificate windshield sign will be allowed to enter the plaza with their vehicle. **Vehicles may only enter from the west end of Palace all other barricaded streets will be used as exits.** If you have a trailer, camper or oversize vehicle you will be asked to wait until after 7:00 pm to get in line, the plaza is extremely cramped and needs a chance to clear out before large vehicles are let in.

At or **BEFORE** 9:00 p.m., all vendors should be clear of the Plaza.

New Mexico State Tax Rate

8.1875%