

Challenge New Mexico's 39th. Annual Santa Fe Plaza Arts and Crafts Festival
Saturday, June 10th and Sunday, June 11th, 2016, 9:00 a.m. - 5:00 p.m.

READ EVERYTHING THOROUGHLY & COMPLETELY BEFORE CALLING TO ASK QUESTIONS!

Artisan's Work: All artwork must be exhibitors own work. No representatives are to be sent in place of the artists or craftsperson. Factory-made items, **items representing only minor rework**, and foreign goods or products are not acceptable. Arts/crafts exhibitors may not sell drinks. Violators of these rules will be asked to leave without refund of their entry fees.

Juried Show- 2016 Jury Requirements

In most cases, participants in our 2015 Festival who exhibited in categories **other than Crafts** will be accepted upon applying to the show. Those applicants to be juried:

- ❖ **All** applicants in the **Jewelry** category (including artists that participated in last year's show)
- ❖ **All** applicants in **all categories that did not participate in the 2015 show.**

These applicants must submit **2 pictures** of their work and **1 picture** of their studio/work space where they produce what they will be selling. Photos must be emailed to:

cnewmexico@gmail.com complete with your name, address, and company name and phone number so we can match them with your application. The jury's decisions are final. **Challenge New Mexico reserves the right to reject any application for any or no reason.**

Booth Spaces: *Each booth space is approximately 10' X 10'. Exhibitors must bring their own booth.* Vendors must keep all belongings & inventory within assigned 10' X 10' area during the show, **& are responsible for leaving the area clean at show's end. Overnight security provided. Electricity available in a few spaces within the interior of the plaza. Assigned space cannot be sublet.** No awnings, extended walls, or protrusions of any kind are allowed on booths!!!

Booth-space Choices & Assignments:

Using the 2016 show map located on our website, indicate your 1st, 2nd, and 3rd preferences by space number on the application form. Please refer to booth numbers on this map only, and not previous years' maps. **All** space assignments for the Festival are made on a first-come, first-served basis. 2015 vendors who submit their application on or before December 31, 2015 will have priority over other applicants. Booth spaces are assigned as we receive applications. If the space that you request is not available, we will try to place you in the closest available space. If you would prefer to have your booth fee refunded rather than receive a substitute space, please indicate so on the application form. Please bear in mind that the City of Santa Fe has the final say in the booth layout; therefore, space assignments are subject to last-minute changes.

It is your responsibility, as the vendor, to double check placement of your assigned booth. If you are unhappy with your booth space, you must contact us AT LEAST one week before the show takes place. If you do not contact us to discuss the problem with the booth space, you WILL

NOT be eligible for a refund or reassignment of booth space on the day the Festival begins.

Fine Art Section: The booths in the street on Palace are the Fine Art Section. Visual artists, photographers, & sculptors have first option on these spaces. If a Fine Artist wishes to be located elsewhere, we will honor their request where possible.

Awards: First and second place awards will be given in five categories: jewelry, wearable art, fine art (painting, photography, and sculpture), ceramics, and crafts.

Show Fee: \$410 for an external booth, \$460 for an internal booth. 2015 vendors may receive an early registration discount. **(Shared fee is an additional \$50)**

Breakdown of show fee:

- ❖ **\$50 Non-refundable application fee**
- ❖ **\$360/\$410 Booth fee (includes the \$10 non-refundable City of Santa Fe license fee).**

For our own protection, we deposit all CC/checks/money orders as we receive them. **All applicants must include the application fee with their application, which is not refundable under any circumstances. We do not refund any fees for any reason if we do not receive written notification in our office before May 10, 2016.**

Notification of Acceptance: Jurying is done on a rolling basis and all vendors will be notified if they have **not** been accepted. Participants will receive complete festival information, their booth assignments, and license applications in May. **Because we deposit all checks and money orders immediately, your canceled check/money order is not an indication of acceptance into the show.**

Tax and Licenses: All exhibitors must have a NM Tax (CRS) Number and a City of Santa Fe vendor's license. If you **don't** have a CRS number, **CNM will send you an application to receive one upon your acceptance into the festival. With your CRS application, you must also submit a signed personal letter allowing NM Tax & Rev. Dept. to process your CRS application in absentia and release your CRS # to Challenge New Mexico.** Also, **all of the 2015 City of Santa Fe Plaza Event Vendor's Licenses will be processed by CNM. Do not contact or send money to the City licensing office.** If you already have a New Mexico CRS Number and/or a current Santa Fe Plaza Event Vendor's License, please indicate so, and provide CRS and/or license number on the festival application form.

REMEMBER- Challenge New Mexico will take care of all vendor licensing. DO NOT send money or applications to the city licensing or state offices.

Send all correspondence to Challenge New Mexico, and make ALL checks payable to Challenge New Mexico.