



2017 Santa Fe Plaza Arts & Crafts Festival
Saturday, June 10 – Sunday, June 11
Food Vendor Application & Information

The 2017 Annual Santa Fe Plaza Arts and Crafts Festival is scheduled for June 10th and 11th, 2017. **Please return the completed application to us by May 1st, 2017.** This application contains basic information for food vendors. Food vendors will receive a more detailed regulation manual upon their acceptance into the Festival.

BOOTHS AND SPACES: Spaces for food booths measure approximately 10' x 20'. Food vendors are responsible for providing their own booth structure. ***CNM will assign the spaces based on when we receive your application; there are only six food booths available.*** These spaces are located on E San Francisco (labeled 82 through 89 on festival map) and cannot be sublet. These spaces are up on the sidewalk and **we cannot accommodate trailers at this event.**

BOOTH-SPACE FEES: The fee for each vendor will be **\$485 for the two days:**

- \$50 non-refundable application fee
- \$25 business license fee
- \$25 processing fee
- \$25 Fire Department Inspection Fee
- \$360 Booth Fee

The \$50 application fee is due with your application. We do not refund fees due to inclement weather or to vendors who withdraw from the show after May 1, 2016. Applicants who withdraw before May 1, 2017 are subject to a \$100.00 fee.

BOOTH SET-UP TIME: Food vendors will receive information closer to Festival time regarding booth set up time.

WATER AND ELECTRICITY: No water is available on the Plaza. Food vendors will be responsible for supplying their own water. Food vendors requiring electricity will have access to two (2) 110volt, 20 amp outlets. **Food booth operators must bring their own 10-gauge extension cord.**

FIRE Code: Each food vendor **MUST** pass an inspection by Santa Fe County Fire Department before opening for business. Any vendor that does not pass the inspection will be asked to leave the show and **WILL NOT** receive a refund of their booth reservation fee.

TAX AND LICENSES: Each vendor is required to have a **NM Gross Receipts Tax (CRS) Number**, a **City of Santa Fe Certificate of Approved Use**, a **City of Santa Fe Special Event Vendor's License**, and a **Food Purveyor's Permit from the New Mexico Health and Environment Department**. Please indicate your CRS number on the Festival application form. Applications for the Certificate of Approved Use, the Special Event Vendor's License and the Temporary Food Purveyor's Permit are enclosed. Challenge New Mexico will handle these applications. Please fill out all accompanying application forms and return them with the Festival application to us.

INSURANCE: Food vendors need to carry food liability insurance. **Policies should cover a minimum of \$1,000,000.00 for occurrence and \$500.00 per person.** Vendors must submit an insurance binder naming Challenge New Mexico as coinsured for the duration of the Festival.

If you have any questions, contact Elissa Ulibarri at (505) 470-9088,
Challenge New Mexico, 74 Caja del Rio Road, Santa Fe, NM 87507
cnewmexico@gmail.com

2017 Santa Fe Plaza Arts & Crafts Festival – Food Vendor Application

Name: _____

Business Name: _____

Address: _____

City, State, Zip _____

Phone: _____ Email: _____

NM Gross Receipts Tax (CRS) Number: _____

Insurance company: _____

Policy Number: _____

Please submit binder naming Challenge New Mexico as co-insured

Fee: \$485.00 (Includes \$70 License, inspection, and processing fee)

Method of Payment: _____ check _____ money order _____ credit card (Discover/ MC/Visa)

Name on Card _____

Card Number (req.) _____

Exp. Date (req.) _____ **Security Code on Back (3 numbers)** _____

Payment Amount: _____

I have read this application and agree to all rules. I will hold Challenge New Mexico and the City of Santa Fe harmless from any claims that would or may be made regarding accidents, injury, loss of property, or loss of income arising from my application to, acceptance to, rejection from, and/or participation in this show. I understand that Challenge New Mexico reserves the right to reject any application for any or no reason.

Signature: _____ Date: _____

Please complete this application and return it with all accompanying forms and applicable fees by May 1, 2016. Please send your completed application to:

Challenge New Mexico
Arts & Crafts Festival
74 Caja del Rio Road
Santa Fe, NM 87507

If you have any questions, please call Elissa Ulibarri at (505) 470-9088 or email cnewmexico@gmail.com