

39th Annual Challenge New Mexico Arts and Crafts Festival
Vendor Information Packet
Saturday, June 10th & Sunday, June 11th

Hello!

We at Challenge New Mexico would like to thank you for partnering with us for the upcoming Arts and Crafts Festival! Without your participation, this event would not be possible. As you know, the proceeds from booth sales go directly to our Therapeutic Horseback Riding Program. By purchasing a booth, you are supporting our organization as we serve the special needs community in Santa Fe and Northern New Mexico.

In this document, you will find the information you need for the upcoming June show. PLEASE review all information. You will find:

- General Information Review
- Sell days and times
- Set up and breakdown Information
- A vendor/booth number list
- A map of City of Santa Fe booth numbers highlighted to show set-up times

Again, please look through all of this information and notify me immediately if you have any questions about the upcoming show.

Thank you so much for your participation!

Elissa Ulibarri
CNM Program Director and Festival Organizer

General Information Review

- Exhibitors must provide their own booth and display equipment. Booth spaces are 10' X 10', and all vendors' inventory and belongings must stay within the assigned 10' x 10' space. This is a City of Santa Fe stipulation, and officials will be patrolling to enforce compliance.
- ***No awnings, extended walls, or protrusions OF ANY KIND are allowed on booths!!!*** This applies mainly to booths that are on the street. The fire department will not allow any awnings, extended wall, or anything on the booth that protrudes into the street. This interferes with the fire lane. They will be strict this year and may ask you to leave if not in compliance. If you have a booth with a built in awning, face it away from the street. If you have any questions about your booth and its placement, please call Elissa at 505-470-9088.
- The weather in Santa Fe varies greatly in June, so it is essential to be prepared for sun, heavy rain, and very strong winds.
- Vendors using electricity must be sure to use a #10 gauge extension cord and secure all cords.
- Security officers will be on the Plaza at night, but our insurance does not cover theft, so we recommend that you do not leave valuables and sales items unattended in your booth overnight.

Sell Days and Times

You may sell your goods on:

Saturday from 9am-5pm

Sunday from 9am-5pm

If you sell outside of these times, you will be asked to leave the show without refund of your booth fee. These times are non-negotiable. You MAY NOT sell on Friday during set up. We recommend keeping your booth closed or covered when you are not open for business.

AS A REMINDER: We only allow vendors to sell goods that they have made. There will be FEDERAL OFFICERS shopping to catch vendors selling goods that they claim are handmade by Native Americans. **If you have not handcrafted an item, DO NOT SELL IT!** If you break this rule, you will be asked to leave the show without refund of your booth fee!

Set-Up Information

Set-up will take place on **Friday from 11am-6pm**. All vehicles must be off the Plaza by 6pm. The City of Santa Fe will not allow any Saturday morning set-ups. You may unload artwork on Saturday/Sunday morning beginning at 6am; your car must be moved off the Plaza by 8am. Please contact me immediately if this is an issue. Here is the set-up schedule (City of Santa Fe booth numbers in parenthesis):

Section Color	Location	Booth Numbers	Time
Blue Section	Internal Booths	W1-W13, G1-G38	11:00 AM
Pink Section	W Booths on Palace Ave and Old Santa Fe Trail	W43-W68	12:30 PM
Green Section	S Booths on Palace Ave and Old Santa Fe Trail	S28-S57	1:30 PM
Yellow Section	W Booths on San Francisco	W27-W42 (Food Booths Included)	2:30 PM
Orange Section	S booths on San Francisco, W booths on Lincoln	S12-S27, W16-W26	3:30 PM
Purple Section	S booths on Lincoln	S1-S11	4:30 PM
LATE SETUP	Anyone needing an alternate set-up time must contact me!	CONTACT ME	5:00 PM

You MUST enter the Plaza at the corner of Lincoln Ave and West Palace Ave. You will NOT be allowed to enter the Plaza from any other intersection. Look at the map posted below. Be sure to follow the flow of traffic as indicated on the map as you drive on the Plaza.

Please arrive at the time designated for your booth number and no earlier. You will not be allowed in to the Festival area before or after your scheduled time. When unloading, parallel park against the curb following the flow of traffic, allowing traffic and emergency vehicles to move through the street. Remember, **MANY** other vendors need to unload at the same time as you, so please be courteous. Also remember that we are on a time schedule set by the City of Santa Fe. You have **45 minutes** to unload your vehicle and place items in your booth space. **YOU MUST MOVE YOUR VEHICLE OFF THE PLAZA WITHIN 45 MINUTES OF YOUR SET-UP TIME.** After moving your vehicle, you can return to complete your set up. Do not leave vehicles parked on the Plaza or unattended during set up for any reason, they will be towed.

Booth number MUST be displayed on the dash of vehicle when you arrive to set up. This identifies you as a vendor and allows you to proceed into the plaza. We will provide you with your Booth Number Sign when you arrive at the Plaza. Unload (1 hour MAX) & move your

vehicle. THEN return to set up your booth space. We will try to have volunteers available for those who need help unloading or setting up booth tents.

Trailers, campers, flatbed trucks and oversized vehicles – The Plaza is a very small space. We will do our best to accommodate you for your appointed time slot, **BUT** you may have to wait an extended period of time. Please let us know if you have a big rig as soon as possible!

Saturday & Sunday morning: *If you need to unload your merchandise on Saturday/Sunday morning, you must do so at 6am. Your car must be off the Plaza by 8am or it will be towed.* Everyone who wishes to load in on Saturday and Sunday Mornings after 6:00am, including vendors on Lincoln Ave., must enter from the western end of Palace Ave. and work around the Plaza in a left turn manner. The police will be directing traffic at this time, and they are strict about sticking to the plan. **All booths must be set up, all goods loaded in, and all vehicles off the Plaza by 8:00am both Saturday and Sunday mornings:** the police will close the Festival area to all vehicles at that time. If you are not loaded in by 8:00am, you will have to carry your goods several blocks. Please remember that by 6:00am Saturday morning there are hundreds of vehicles and vendors trying to get into a cramped area, so if you must unload at 6:00am, be courteous, patient and unload your vehicle and get it off the Plaza as quickly as possible.

Breakdown Information

All vendors must complete booth breakdown and be off the Plaza by:

Sunday, 7pm

If you have not vacated the Plaza by 7pm, you will be fined by the City of Santa Fe for noncompliance. You MAY NOT leave your booth, belongings, or vehicle on the Plaza after 7pm on Sunday.

We do our best to help breakdown flow smoothly for everyone. You will not be allowed to bring your vehicle on to the Plaza until you have packed up your entire booth (including tent). Once your booth is completely broken down, you will receive a pass from CNM Personnel to bring your car on to the Plaza. Please be courteous to all other vendors and event staff during breakdown and prompt with packing your belongings to leave the show.

List of Vendors and Booth Numbers

s1	Mark Jimenez
s3	Dana McDaniel & Ron McGowan
s4	Lazaro Gutierrez
s5	Duane Maktima
s6	Michael Ridder
s7	Alexa Alexanderwicz
s8	Herman Meyer
s9	John Saunders
s10	Stephen McCullough
s11	SAME
s12	Greta Cannon
s15	Lori Swartz
s16	Bilha Ardon
s17	SAME
s18	Chip and Linda Babb
s19	Sandra J Quintana
s28	Tom High
s30	Luis Quinche
s31	Holly Stultz
s32	Pablo Morales
s33	Oscar Morales
s34	Jeanette Nelson
s36	Manny & Nancy Spadaro
s37	Randi Lorber
s39	Sonya Lee Pacheco
s42	Tina Davila
s46	Kanya Jumthong
s47	Linda Sweatt
s48	David PF Anderson
s49	Joella Casse
s50	Jacqueline Lopez
s51	Marlon Solorzano
s52	Chuck Watkins
s53	Charlie Watkins

s57	Maria and Miro Kenarov
w16	Christian Olsen
w17	Mark Masters
w18	Dee Dee McInroy
w20	Scott Thompson
w21	Vickie Deane
w22	Mike Grier
w24	Joe and Pat White
w25	Gilbert Candelaria
w26	Kandy Tate
w27	Juan and Sarah Guzman
w30	Marta Perez
w31	Daniel Holladay
w32	Holly Woelber
w33	Brent Nageli
w34	Alexandra Shamaya and Charles Favor
w35	Dora Platero
w37	Balam Lemus
w39	Alex Sandulevsky
w41	John Ortega
w42	SAME
w43	Tana Dowell
w44	Gina and Terrell Willis
w45	Rachel Arvio
w46	Gloria S. OCazabal
w47	Miguel Licona
w48	Kathy Hjeresen
w49	Susana Hamilton
w51	James Sandoval
w53	Richard Turner
w54	SAME
w55	Martha Wright
w56	Brandon Kihl
w57	Dan Kihl

w58	Veronica Welch
w59	Neal Crosier and Ophelia Cabrera
w60	Ellen Chamberlin
w61	Ben Chavez
w62	Adrian Martinez
w63	Bertha Medina
w65	Elizabeth Dunlop
w66	SAME
w67	Mel and Lucy Mendez
w68	SAME
g1	Patricia O'Connor
g2	Rosa & Ramon Velasquez
g3	SAME
g4	Ronnie Lavin
g5	Jessica Thompson
g6	Christopher Beikmann
g7	Mikel Robinson
g8	Karen Dorweiler
g9	Sophie Christian
g10	TJ Thompson
g11	James Tsoodle
g12	Robert Mathie
g13	Joseph and Katherine Ayala
g14	Karen Bridges
g15	Meran Vadiee
g16	Viola Chavez
g19	Roberto Marquez
g20	Kathy Romero
g21	Kurt Merkel
g22	Larry Schuh
g23	Karen Surbeck and Cecile Estrada
g24	Kelly D. Miller
g25	Karla Hackman
G26	Jacquie Vaux
g27	Jeffrey and Katrina Seaton
g28	Neil Sabnani

g29	Rudolf Cavalier
g30	Claris Jones
g31	Elizabeth Jenkins
G32	Jenny Racer
G33	Paco Gonzales
G34	SAME
g35	Thom Allen Munson
g36	Ken Bonner
g37	Lyn Eden
g38	Naweeya Omer
w1	Sandra Harrington
w2	Agne Opala
w3	Lyra Fiset
w4	Dyanne Silver
w5	Gadiel Ramirez
w8	James Dillehay
w9	Tom Wood
w10	Mark Bennett
w11	Ross Lockridge and Ann Murray
w12	Celina Grife
w13	Roger Calhoun

**2017 CNM Festival
Set Up on Friday, June 9th**

- 11: AM
- 12:30 PM
- 1:30 PM
- 2:30 PM
- 3:30 PM
- 4:30 PM

Challenge NM



W Palace Ave

LINCOLN AVE

E San Francisco

SAN FRANCISCO ST

Bank

Old Santa Fe Trail

Grand Stand