



Mission Statement

Santa Fe Fiesta, Inc., honors the religious, cultural and social traditions of our community. Our responsibility is to organize the annual “Fiesta de Santa Fé,” America’s oldest and most continuous community celebration.



Juried Market

The Santa Fe Fiesta Fine Arts and Crafts Market is a juried market. Our jurors will include an artist from our Market.

1. Criteria: All work exhibited must be original and designed and produced by, the exhibiting artist. We do not permit exhibits by studios involved in volume production or work by apprentices. We do not accept factory-made items or items representing only minor rework. No representatives are to be sent in place of the artist or craftsperson. Jewelry must be stamped with the artists’ initials who is participating in the market. **NO EXCEPTIONS. ARTISTS MUST BE PRESENT IN BOOTH AT ALL TIMES.**

2. Jurying Procedure and Timeline: Applicants must submit three slides/prints of their work, with the artists name written on each slide/print and your slide/print, will not be returned. Initial jurying for acceptance into the market will take place in May. The jury will also be reviewing all exhibited items at the Market.

3. Notification of Acceptance: After the May jury process occurs, we will notify all applicants of their acceptance or rejection. Accepted artists will then receive complete market information, and their booth assignments.

4. Non-acceptance: If the jury does not accept your items for the Market, we will reimburse your fees minus the \$50.00 application fee. Note that your cancelled check is not an indication of acceptance into the market, as we deposit all fee checks immediately upon receipt.

5. Other Considerations: Fine Arts and Crafts Market Exhibitors may not sell food or drink. Vendors of pre-packaged food items will only be allowed in a specific section of the show. Violators of these rules will be asked to leave without refund of their entry fees.

NO SALES ON SET-UP DAY!!!



Tax & Licenses

All exhibitors must have a NM CRS(tax) Number and a 2015 City of Santa Fe Special Event Vendor's License, which we will help you get if you need them. (These are required to do business in the City of Santa Fe). If you already have a CRS number (which is a lifetime number) and/or a 2014 Special Event Vendors License (must be renewed annually; application is in this brochure), please indicate this on the Market application form. If you do not yet have these numbers, we will let you know what to do upon acceptance into the Market. You may also apply for and download your NM CRS form on-line at www.state.nm.us/tax, or call the State Tax Office directly at 505-827-0700.

If you have any questions, E-mail (preferred) David A. Ortiz at artsandcrafts@santafefiesta.org or call (505) 913-1312.

We accept only applications that include all of the following: 1) A completed signed, and dated application form; 2) Three pictures or slides of each exhibitors work; 3) Bank check or money order for all applicable fees (including booth fees) made payable to Santa Fe Fiesta, Inc.; 4) Completed City of Santa Fe Special Events License/Application; Send to:

Santa Fe Fiesta Fine Arts & Crafts Market:
PO Box 451 6
Santa Fe, NM 87502

Please include a stamped self-addressed envelope if you would like your slides/photos returned. Please detach the application form before returning it to us so that you may keep the show rules and map for your information. If you know someone else who would like this application please copy it or download it from our website at www.santafefiesta.org



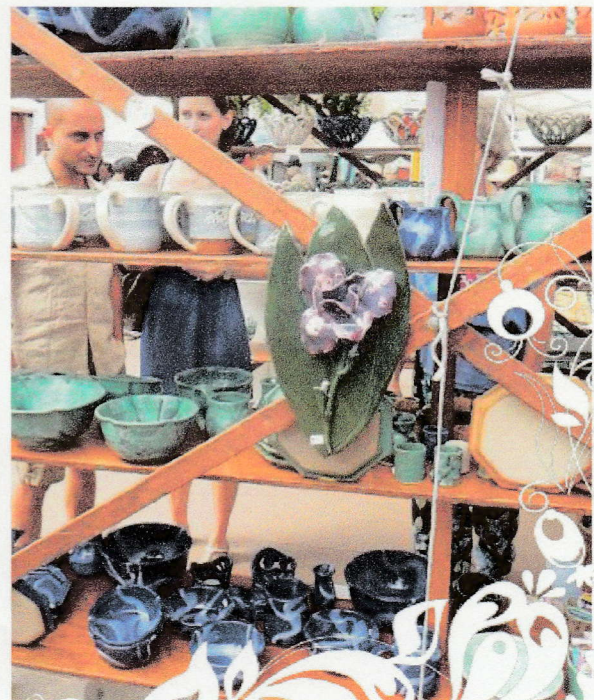
Booth Space

Each booth space measures approximately 10'x10' (NO LARGER). Exhibitors need to bring their own tent (must be a white tent). No awnings will be allowed to stick out into the street. If your tent is larger than 10X10 we will ask you to take it down. Vendors must keep all belongings and inventory within their assigned 10'x10' area and are responsible for leaving the area clean at the Markets end. Electricity is available only within the interior of the plaza, upon request for the \$15.00 fee. **NO ELECTRICITY AVAILABLE FIESTA WEEKEND.** Please provide your own 12'x12' extension cord. If you need electricity, please send your application immediately, as spaces are assigned on a first-come, first-serve basis. You cannot sublet your assigned space.

Grass Area booths must be secured with weights rather than tent stakes as no holes are allowed in the grass. Winds may be very strong.

Using the map located in this brochure, indicate your 1st, 2nd, and 3rd preferences, by booth number, on the application form. All booth assignments are made on a first-come, first-serve basis. Booth spaces will be assigned after the jurying takes place in late June.

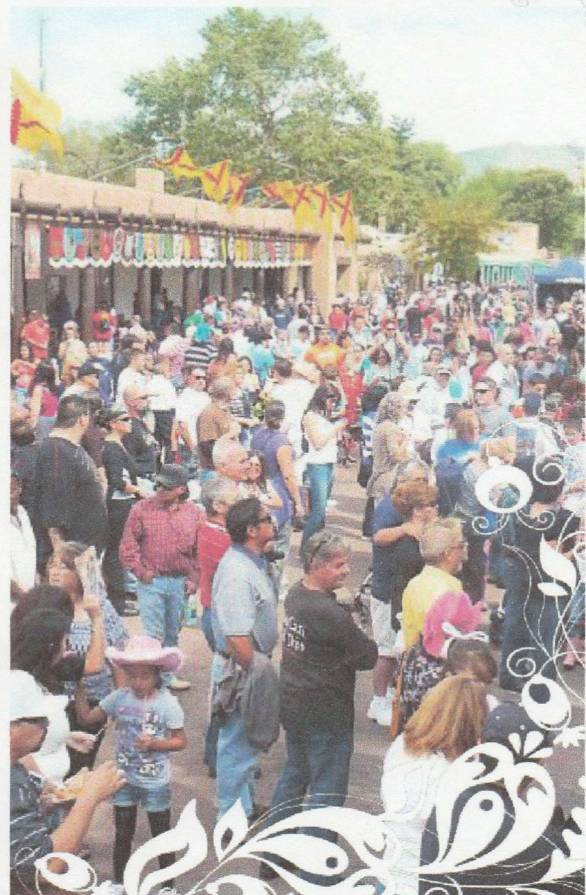
Please Note: It is at the discretion of Santa Fe Fiesta, Inc. to adjust or move your booth if it poses a problem to other tents or spaces, or at the request of the City of Santa Fe.





Disclaimer

We reserve the right to make or change booth assignments due to factors such as type or number of exhibitors. Additionally, the City of Santa Fe has the final say about the booth layout; therefore space assignments are subject to last minute changes. Note that the City of Santa Fe is continually doing rehabilitation work on the Santa Fe Plaza. We will do our very best to give you your requested location. If the space you requested is not available we will try to place you in the closest available space.





Application Procedure

If you believe you meet the above criteria for the Santa Fe Fiesta Market, please complete the enclosed application and mail to us by July 15. After this date, we will consider applications only if space is available.

Market Fees

Booth Fee: Fine Arts and Crafts Market Weekend	\$430.00
Booth Fee: Fiesta Weekend	\$390.00
Both Weekends	\$770.00
Shared Booth Fee \$75.00+ (Regular Booth Fee)	\$75.00
Water	\$15.00
Electricity (booths on the plaza only)	\$15.00
Payment Method: Bank Check or Money Orders Only	

Booth fee includes the City of Santa Fe Special Event Vendor License fee for 2015.

All applicants must include payment for all applicable fees with their application. We do not refund any fees due to inclement weather or to exhibitors who wish to withdraw from the Market for any reason after July 15th, 2015.





Application

Santa Fe Fiesta Fine Arts & Crafts Market Application General Information

Name _____

Business _____ Name _____

Address _____

City _____

State _____ Zip _____

Phone _____ Number _____

NM _____ CRS# _____

Email _____

2015 City of Santa Fe Vendor's License (if you already have one from another market). Application for new license is included in this brochure)

Art media to be sold _____

Booth Requests (refer to numbers on map)

Labor Day: 1st choice _____ 2nd choice _____ 3rd choice _____

Fiesta Wknd: 1st choice _____ 2nd choice _____ 3rd choice _____



Application

cont.

Check any of the following special requests you may have:

Water: _____ Electricity (Plaza booths) _____

Other (please explain) _____

If you will be sharing a booth (\$75.00 additional fee) please provide the following information on the second exhibitor:

Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax _____

NM CRS# _____ Email _____

Please send payment with the appropriate fees listed below:

Labor Day Weekend: (juried market)	\$430.00
Fiesta Weekend (non-juried)	\$390.00
Both Weekends	\$770.00
Shared Booth Fee	\$75.00
Electricity (only Labor Day Weekend)	\$15.00
Water	\$15.00 _____
Total Fees enclosed:	_____

In addition to this application, please fill out the City of Santa Fe Special Events License application located on the last page of this brochure.



Signature

WE WILL NOT ACCEPT YOUR APPLICATION IF IT IS NOT SIGNED!!!

I have read this application and agree to all the rules. I will not hold the Santa Fe Fiesta, Inc. or the City of Santa Fe responsible for accidents, injury, or loss of property while participating in this Market. I understand the Santa Fe Fiesta, Inc. at its sole discretion has the right to refuse this application, in which case the enclosed fees minus the application fee will be refunded to me.

Signature_____

Date_____

Santa Fe Fiesta Fine Arts and Crafts Market artists only:

By signing this application, I certify that I am the sole designer or co-designer of the work shown in the slides/prints, and that the work is produced under my supervision and typifies the work to be exhibited. If I am a jeweler my initials are stamped on my jewelry.

I understand that the Santa Fiesta, Inc. reserves the right at its sole discretion to advise me of any work that does not meet the standards set forth, and I agree that such work will be immediately removed upon request by Santa Fe Fiesta Council Inc. officials. Failure to remove such work or cooperate with Market staff and volunteers, or to comply with Market rules, may result in my removal from the Market and/or my being prohibited from future participation with no refund of my fees.

Signature_____

Date_____

City of Santa Fe

SPECIAL EVENT LICENSE APPLICATION

(505) 955-6551 FAX (505) 955-6401

ALL INFORMATION ON THIS FORM TO BE COMPLETED BY APPLICANT

Applicant's Name: _____ Business Name: _____

Mailing Address _____
Street City State Zip

Social Security #: _____

Business Phone: _____ Emergency Phone: _____

Artist/Artisan Food Merchandise

Event Name _____ Dates _____

CRS GROSS RECEIPTS TAX NUMBER IS REQUIRED TO CONDUCT BUSINESS IN THE CITY OF SANTA FE.

IF YOU DO NOT HAVE A CRS GROSS RECEIPT TAX I.D. NUMBER, CONTACT TAXATION AND REVENUE AT (505) 827-0951 OR THE CITY OF SANTA FE AT (505) 955-6551.

BY SIGNING THIS APPLICATION YOU AGREE TO FILE AND PAY APPLICABLE GROSS RECEIPTS TAXES ON RECEIPTS FROM THE SPECIAL EVENTS YOU PARTICIPATE IN WITH THE CITY OF SANTA FE PURSUANT TO §23-5.2 (L) PLAZA USES; EVENTS; ALLOWED USES.

Prior City License Yes No, If Yes, enter License Number _____

*CRS I.D.# _____

Contact Person: _____ Phone: _____

Title: _____ Date: _____

Signature: _____

* The gross receipts tax is a tax imposed by the state of New Mexico on persons engaged in business in New Mexico for the privilege of doing business in New Mexico.

FOR OFFICE USE ONLY

Control # _____ Amount _____

Receipt # _____ Date _____

License # _____

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