

2018 Application

NOTICE

Effective January 1, 2018

Regular Booths = \$475

End Booths & Grass Booths = \$500

\$60 Late Fee (post June 1, 2018)

Sincere apologies for booth increase!

We have not raised our rates in 5 years, yet our expenses continue to grow. (i.e., \$5500 for police alone). This show cannot continue if it fails to raise funds to support the Santa Fe community.

Thank you for your continued support and understanding AND take solace in knowing that 82% of all of our revenue, goes directly to Santa Fe girls.

You ARE making a difference!

46th Annual Arts & Crafts Show benefitting
Saturday, August 4th, 9 - 6 & Sunday, August 5th, 9 - 4 2018
On the Historic Santa Fe Plaza



Vendor Application & Agreement

This annual juried show features the works of 170+ local and national artists! More than 30,000 visitors attend this show each year. Funds raised from vendor booth fees benefit Girls Inc. of Santa Fe, making this the organization's largest fundraiser. We look forward to celebrating our 46th year with you!

"I'm bringing several ladies in from Dallas just to shop your show. It's the best one on the plaza." (visitor)

All FOUR pages must be completed fully for acceptance into the show.

Artist Medium: (check all that apply)

- Jewelry
- Sculpture & Gourd Art
- Ceramics & Pottery
- Fiber & Leather
- Photography
- Paintings, Drawings & Prints
- Furniture, Stone & Woodwork
- Glass & Metalwork
- Body Products, Candles & Other
- Recycled
- Food
- Other _____

Name: _____
Business Name: _____
Address: _____
City, State, ZIP: _____
Phone: _____
Email: _____
Website: _____
NM CRS Tax Number: _____

If accepted, ALL vendors must fill out the attached 2018 City of Santa Fe Special Event License, we submit this for you and the \$10 City fee is included in your booth fee. All accepted vendors must also have a NM CRS Tax Number. Please read the General Information section for important details.

NOTE: A minimum of five (5) photographs are required, unless you participated in the 2017 show. Photos of artwork/items must be close-up.

CDs and photos submitted become the property of Girls Inc. and will not be returned without a self-addressed, stamped envelope.

Please describe art/items to be sold at your booth:

Please indicate the price range of your art/items:

PROCEDURAL CHANGE: Booth numbers WILL NOT be assigned until ALL paperwork is returned to Girls Inc. All booths will be assigned on a first come first served basis unless you pre-registered. However, failure to return the Special event license may forfeit your preferred spot. PLEASE ATTACH A MINIMUM OF THE FOLLOWING REQUIRED ITEMS: Photos may be submitted electronically to acshow@girlsincofsantafe.org

Checklist:

- Photo #1 of Work
- Photo #2 of Work
- Photo #3 of Work
- Photo of Booth Display
- Photo of Artist at work
- SF Special Event License

Please check all that apply (*Payment due in full with application*)

- \$475 booth fee
 \$500 Grass & end booths
 \$50 fee for shared booth
 \$20 Credit Card Processing Fee (There is no charge for paying with cash or check)
 \$60 Late Fee (For applications received on or after June 1st)

_____ \$ **Total Fees Enclosed or to be charged** \$50 fee on returned checks.

Electricity is available and included for all booths EXCEPT those that begin with "S"

Need Electricity? yes no

Booth fee includes \$50 non-refundable application fee. Artist sharing a booth must each pay the application /shared booth fee. Vendors cannot sublet their assigned booth. \$50 fee on returned checks.

Booth # Requests: 1st _____ 2nd _____ 3rd _____

Please note that while we do our best to honor booth requests, booth numbers are not guaranteed.

Cancellations: You may cancel your registration at any time. You will receive a refund, minus the \$50 application fee, if cancellation is received and confirmed by Girls Inc. on or before **June 1, 2018**. Girls Inc. does not refund any fees due to inclement weather or to vendors who wish to withdraw from the show for any reason after the cancellation date of **June 1, 2018**.

DEADLINES and important information:

Application Deadline: June 1, 2018*

Acceptance notification: Within 2 weeks of app. receipt

Cancellation Deadline: June 30, 2018**

Application Fee: a non-refundable \$50 per applicant.

Set Up Date: Friday, Aug. 3, 2018

*If booth space is still available, applications will continue to be accepted after this date. However, specific booth number requests cannot be taken after 6/30. THE SHOW SOLD OUT LAST YEAR so it is in the artist's best interest to apply early. Applications received after June 1st will incur a \$60 late application fee. **Sorry, absolutely NO refunds after this date.

Payment Information *Payment by check is STRONGLY encouraged as we are a non-profit organization. You may choose to pay with your credit card but please note you will be charged a **\$20 per booth credit card processing fee.***

Paying by check helps more dollars go directly to empowering programs for girls.

Check enclosed: _____ (Checks payable to Girls Inc. of Santa Fe)

OR VISA MC AMEX

Card # _____

Expiration: _____ V-Code (3-4 digits on back) _____

Cardholder Name (PRINT): _____

Cardholder Billing Address (PRINT):

ZIP: _____ Phone: _____

Signature: _____

Application fee is always non-refundable and non-transferable. Booth fee is always non-transferable. Booth fee is non-refundable after June 1, 2018.

Return application, check or credit card (for application fee and deposit) and Santa Fe Special Event License to:

Girls Inc. of Santa Fe
C/O AC Show Director
202 E. Marcy St.
Santa Fe, NM 87501

Jpeg photos May be emailed to:
acshow@girlsincofsantafe.org

Questions?
Contact the Show Director at
(505) 982-2042
or acshow@girlsincofsantafe.org

GENERAL INFORMATION AND APPLICATION AGREEMENT

1) **All items displayed at the Festival must be the artist's own, original handcrafted work.** NO reps; NO buy/sell items; NO volume production or factory-made items; NO items having only minor rework. Should questions arise as to the authenticity of the work, it is the artist's responsibility to furnish proof of compliance with the above-listed criteria. Also, only items listed on the application can be sold at the Show. Items appearing to be "buy/sell" will be ineligible for judging.

2) **Booths are checked for adherence to show criteria on Saturday morning of the show.** If you do not meet the requirements, you will be asked to remove the items that do not meet the criteria or asked to leave the show without refund.

3) **Acceptance of Work** is by jury from digital images on CD or printed photos. Depicted work must be current and representative of the work to be brought to the Show. Jurors look for work that is well conceived and executed, which exhibits imagination and originality.

4) **Photos:** Five (5) images must be submitted with application. Acceptable photos will be on a CD or prints. Five (5) images: 3 images of your work; 1 image of you working in your studio; 1 image of your set-up booth. Label each photo with artist's name, media and title. Images should show one item clearly against a simple background.

Photos may be submitted electronically to acshow@girlsincofsantafe.org

5) **Jury:** The Girls Inc. Jury is composed of members of the professional arts community and Show organizers. Selection of exhibitors remains the exclusive right of Girls Inc. of Santa Fe and results are final. Jurors reserve the right to limit categories and reject work deemed unsuitable.

6) **Deadline for Applications is June 1, 2018*. You will be notified within two weeks if you have been accepted/juried into the Show.** You will then receive complete Show information. **Your booth assignment will not be completed until your applications for your NM CRS Tax Number and City of Santa Fe Special Event License have been received!. All decisions of the jurors are FINAL. * If space is available, application will be accepted after this date. No booth # requests will be accepted. Applications on or after June 1st will incur a \$60 late fee.**

7) **Anyone misrepresenting entries or breaking any rule during the Show may be asked to leave. NO refunds will be made.**

8) Full Payment is due with this application; Booths cost \$475, Grass & End Booths, \$500. A \$50 **non-refundable** application fee is included. Artists requesting more than 1 booth will owe \$425 each plus \$50 per artist. i.e., a double booth costs \$900 for one artist)

9) Vendors **sharing** a booth must apply individually. Each applicant must pay the \$50 non-refundable application fee.

10) **Non-Acceptance:** If the jury does not accept your application for the Show, Girls Inc. will reimburse your fees, minus the \$50 application fee. Please note that your processed payment is NOT an indication of acceptance into the Show.

11) You may **cancel** your application at any time. You will receive a refund minus the \$50 application fee if cancellation is received and confirmed by Girls Inc. on or before June 1, 2018. **Sorry, absolutely no refunds after June 1, 2018.**

12) **The Girls Inc. Arts & Crafts Show will be held rain or shine.**

13) Live, non-amplified music, performing arts and other entertainment may take place throughout the weekend.

14) **Vendors are responsible for providing a quality WHITE tent (10' x 10').** No awnings are allowed to stick out into the street. **Absolutely NO stakes.** Vendors must keep all belongings and inventory within their 10' x 10' booth space. Tables, chairs and signs are the vendor's responsibility. Vendors requesting electricity must bring their own 30-foot, 2-gauge extension cord for each outlet requested.

15) **Vendors are responsible for leaving their area clean at the end of the show.** Practice a "LEAVE NO TRACE" philosophy. There are trash bins all around the Show grounds as well as a large dumpster for trash. **As per the City of Santa Fe, all artists must be off the plaza by 7pm, Sunday or may be subject to fines.**

16) **Set-up** will be scheduled in shifts beginning on Friday morning. **As per the City of Santa Fe, no one will be permitted on the plaza prior to 7am either day. No one June enter the plaza on Setup day prior to 11am and only when scheduled.** Shifts will be assigned by Show organizers in advance based on booth location. Please notify Show organizers with any special requests for set-up. **Load-in times will be emailed by the end of July. No one may set up outside of their scheduled time.**

17) All vendors will receive a **Check-In Packet** at the Show containing vehicle passes, booth signs, Show maps, and more.

18) All booths must be ready for business by 9am Saturday. Vendors must keep their booths open from 9am - 5pm on Saturday and Sunday. Please do not begin breaking down booths prior to 5pm Sunday. **There is NO selling outside of these hours!**

19) All items sold at the Girls Inc. Arts & Crafts Show must be paid directly to the vendor. Vendors are solely responsible for collecting, reporting and paying all sales taxes collected to the New Mexico Taxation and Revenue Department following the Show. The Santa Fe City Sales Tax is 8.3125%. Complete details will be provided in your check-in packet at the Show.

20) There are several municipal parking lots within walking distance of the Show. More details will be provided upon acceptance into the Show.

21) Overnight security will be provided Friday night and Saturday night. Girls Inc. of Santa Fe cannot be responsible for the loss or damage of property of any kind. Please be diligent.

22) Girls Inc. of Santa Fe has the right to use any photographs taken at the event to promote the Girls Inc. Arts & Crafts Show.

23) NO verbal abuse, disorderly conduct, or harassment against staff members, volunteers, other vendors, show attendees, or city officials will be tolerated. Such behavior will result in immediate revocation of show acceptance without a refund. Show management reserves all rights.

24) This show is not equipped to address the needs of international artists. We encourage international artists to participate in the International Folk Art Market.

ALL ARTISTS AND VENDORS :

I have read this application and agree to all rules. I will not hold Girls Inc. of Santa Fe or the City of Santa Fe responsible for accidents, injury or loss of property while participating in this Show. I understand that Girls Inc. of Santa Fe, 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. By signing this application, I certify that I am the sole designer/producer or co-designer/producer of the work shown in the submitted images, and that these images typify the work to be exhibited.

I understand that Girls Inc. of Santa Fe 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 Girls Inc. officials. Failure to remove such work or to cooperate with Arts & Crafts Show staff and volunteers or to comply with the Show rules may result in my removal from the show and/or my being prohibited from future participation.

I understand that there is no refund if I cancel my registration after June 30, 2018.

Print name

Signature

Date

City of Santa Fe

Special Event License Application

For questions regarding this Special Event License Application (SELA), please call the City of Santa Fe at 505-955-6551.

This application must be signed and returned w/ show application to Girls Inc. of Santa Fe no later than June 1, 2018

ALL INFORMATION ON THIS FORM MUST BE COMPLETED BY APPLICANT.

Applicant's Name: _____ Business Name: _____

Mailing Address: _____

Social Security #: _____

Business Phone: _____ Emergency Phone: _____

Artist/Artisan

Snacks

Merchandise

Event Name: 46th Annual Girls Inc. of Santa Fe Arts & Crafts Show **Dates:** August 4th & 5th.

A Combined Reporting System (CRS) gross receipts tax* number is required to conduct business in the City of Santa Fe. If you do not have a CRS gross receipts tax ID number, contact the State of NM Taxation and Revenue Department at 505-827-0951 or visit <http://tap.state.nm.us/>.

By signing this application, you agree to file and pay applicable gross receipts taxes on sales from the special events you participate in within the City of Santa Fe, pursuant to §23-5.2 (L) Plaza Uses; Events; Allowed Uses.

Prior City License: ___No ___Yes If yes, enter License Number: _____

CRS ID #: _____ **(Required)**

Contact Person: _____ Phone: _____

Title: _____ Date: _____

Signature: _____

Girls Inc. of Santa Fe / AC Show
201 E. Marcy
Santa Fe, NM 87501
acshow@girlsincofsantafe.org

FOR OFFICE USE ONLY

Control #: _____ Amount: _____

Receipt #: _____ Date: _____

License #: _____