

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 Fe, “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 productions or work by apprentices. We do not accept factory made items or items representing only minor rework. No representative are to be sent in place of the artist or craftsman. Jewelry must be stamped with the artist initials who is participating in the market. **NO EXCEPTIONS. ARTIST MUST BE PRESENT IN BOOTH AT ALL TIMES.**
2. **Jurying Procedure with Timeline:** Applicants must submit three (3) slides/prints of their work, with the artist 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 artist 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 indications of acceptance in the market, as we deposit all fee check 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 not 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 2016 City of Santa Fe Special Event Vendor's License, which we will help you get one 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 2016 Special Event Vendors License (must be renewed annually: application is in the 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/or 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, contact us at artsandcrafts@santafefiesta.org or call (505-209-3312)
We accept only applications that include all of the following:

- 1 A completed signed, and dated application form:
- 2 (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 Event License Application:

Sent to:

Santa Fe Fiesta Inc.
P. O. Box 4516
Santa Fe, New Mexico 87502-4516

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

REFUND POLICY: Absolutely No Refunds after May 15, 2017

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 large 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 ELECTIRICTY AVAILABE 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 area. Winds may be very strong. 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 the Santa Fe fiesta Inc. to adjust or move your booth if it poses a problem to their 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 the 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 locations. If the space you requested is not available we will try to place you in the closes 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 April 14, 2017, anytime thereafter we will consider applications if space is available.

Market Fees

Booth Fee: Fine Arts and Crafts Weekend	\$430.00
Booth Fee: Fiesta Weekend	\$390.00
Both Weekends	\$770.00
Electricity (booths on Plaza only)	\$15.00

Payments Method: Bank Check / Money Orders Only

Booth fee includes the City of Santa Fe Special Event Vendor License Fee for 2017

All applicants must include payment for applicable fees with their application. We do not refund any fees due to inclement weather or to exhibitors who wish to withdraw for the Market for any reason after July 14, 2017

Santa Fe Fiesta Arts & Crafts Market

Application General Information

Name: _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

CRS Number: _____

E-mail _____

2017 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 Request (refer to numbers on map)

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

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

Application cont.

Check any of the following special request you may have:

Water: _____ Electricity: _____

Other: (please explain) _____

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
Electricity (only for Labor Day Wkend)	\$15.00
Water:	\$15.00
Total Fees:	\$_____

In Addition to this application, please fill out the City of Santa Fe Special Event License Application located on the last page of this Brochure

Signature

WE WILL NOT ACCEPT YOUR APPLICATIONS 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 it's sole discretion has the right to refuse this application, in which case the enclosed fees minus the application will be refunded to me.

Signature: _____

Date: _____

Santa Fe Fiesta Fine Arts & Crafts Market artist 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 Fe Fiesta Inc. reserves the right at it's 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 the Santa Fe Fiesta Council Officials. Failure to remove such work or cooperate with the Market staff and volunteers, or to comply with Market rules, may result in my removal from the Market and/or my being prohibited from the future participation with no refund on 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 # _____