



# EL RANCHO DE LAS GOLONDRINAS

## 2018 Herb & Lavender Festival

### Arts and Crafts and Agricultural Products Vendor Application

Saturday & Sunday, June 16 & 17, 2018  
10AM - 4 PM

**APPLICATION DEADLINE: Due by April 1, 2018**

#### LOCATION:

El Rancho de las Golondrinas Living History Museum  
334 Los Pinos Rd., Santa Fe, 87507

**SET UP:** Saturday June 16<sup>th</sup>, 7AM-9:45AM (event opens at 10AM)

**TAKE DOWN:** Sunday June 17<sup>th</sup>, 4PM-5PM

Vendors are expected to attend both days of the Festival

#### Vendor Guidelines

The Herb & Lavender Festival emphasizes products that connect plants with home and body. Spice mixes, essential oils and plant extracts for therapeutic and culinary use, hand crafted soaps, teas, candles, clothing, jewelry and inspirational home décor are popular products. Approximately 34 vendors participate.

#### **To submit materials:**

Send 5 images of what you are selling, along with a description including materials, process, who made it. Include prices and a SASE if you want images returned. **Option to mailing pictures-** include website link clearly indicating in your application what items are for sale and a description of who, how and where they are made, along with price. A jury will review all applications with priority given to those that tie to the theme of the Fair. If you are selling **AGRICULTURAL PRODUCTS**, the NM Environment Department (NMED) requires that you fill out a Temporary Food Establishment (TFE) Application, form \_03212016. Applications are available online at [www.nmenv.state.nm.us](http://www.nmenv.state.nm.us). Return the completed TFE form with this application. DO NOT send it to the NMED.

#### **Educational Demonstrations:**

This festival is a hands-on, interactive event for all ages. In order to promote knowledge about plants and their traditional use for health and in the home and the cultural influence of plant exchange in New Mexico we invite selected vendors to demonstrate their skills and share their knowledge as part of the event.

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#### TYPE and QUANTITY OF SPACE REQUESTED

<u>Qty.</u>		
_____	<b>Covered Artisan Plaza</b>	<b>\$50.00</b>
	9'x9' booth, limited availability. Includes 110V electrical access, V4'x7' pegboard for display and a banco. Vendor provides display materials, ¼" pegboard hooks, tables and chairs.	
_____	<b>12'x12' Assigned Row Space for Vendor tent ( bring your own tent!)</b>	<b>\$50.00</b>
	Does not include electricity which is an additional \$10.00 charge Vendors provide display materials, tables, chairs and a 5#ABC type fire extinguisher.	
_____	<b>Electricity 110V extension cord</b>	<b>\$10.00</b>

#### **TOTAL FEES ENCLOSED:**

\$ \_\_\_\_\_

*All fees must be included with this application. They will be returned if you are not accepted.*

**2018 Herb & Lavender Festival**  
**Arts/Crafts and Agricultural Products Vendor Application**

Name \_\_\_\_\_

Business Name (DBA) \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Best contact:   Email                      Phone                      Mail**

**Agricultural Products**

If you have food products you will be giving out as samples for tasting, the NM Environment Department (NMED) requires that you fill out a Temporary Food Establishment (TFE) application, form \_03212016. Applications are available online at [www.nmenv.state.nm.us](http://www.nmenv.state.nm.us). Return the completed TFE form with this application. DO NOT send it to the NMED.

**APPLICATION CHECKLIST: Due by April 1, 2018**

- Completed application form, including contact information, type of space requested.
- 5 images of what you are selling, product description (materials, who made it, how it was made) including price, a SASE if you want images returned. Or, website link clearly indicating items for sale, along with product description as defined previously included with this application.
- All fees. **Make checks payable to El Rancho de las Golondrinas**. If you are not accepted, your check will be returned to you.
- Agricultural Product Vendors : Completed **Temporary Food Establishment** application. DO NOT send the completed TFE to the NM Environment Dept.
- Review and Sign the Rules/Regulations and Waiver page of this application. Make a copy for yourself and return a signed copy with your application.

**Questions?** Contact Kathleen McCloud  
Vendor Coordinator, El Rancho de las Golondrinas  
[kathleenmccloud@golondrinas.org](mailto:kathleenmccloud@golondrinas.org)      PH.(505)471-2261 x 201

**Mail all application materials to:**  
**Attn: Kathleen McCloud-Herb&Lavender Festival**  
**El Rancho de las Golondrinas**  
**334 Los Pinos Rd. Santa Fe, NM 87507**

## ***Rules and Regulations***

*Please read, sign and make a duplicate; keep one copy for your files and return a signed copy with your application. Receipt of signed form constitutes Agreement by the entrant to ALL conditions established in the application*

### **All Vendors:**

1. **Full refund if cancellation notice is given at least 30 days prior to the date of Festival.**
2. **No pets** allowed on El Rancho de las Golondrinas (the Museum) grounds.
3. No rain dates and no refunds in the event of inclement weather.
4. **No smoking on the Museum grounds.**
5. **No disruptive behavior.** Vendors disturbing the peace will be escorted out without refund.
6. Vendors exhibit all work at their own risk. El Rancho de las Golondrinas (the Museum) assumes no liability for damage, loss or theft of Vendor belongings. Security will be on-site during the Festival.
7. A 5# ABC type fire extinguisher must be on-site in vendor tents (not required for Covered Artisan Plaza Booth vendors). Fuel tanks must be clearly secured and marked; NM Liquid Propane inspector and county Fire Marshall inspections will take place prior to Festival.
8. **All Vendors requesting tent space must BRING THEIR OWN TENT**, tables, chairs and display supports unless other arrangements have been made in advance with the Vendor Coordinator.
9. Two or more individuals may share a booth, but each person must make a separate application. The joint application can be sent in one packet. If only one artist is accepted, the other artist is responsible for the space rental.
10. The Museum will try to accommodate special requests or requirements, but no guarantees can be made. This includes vendor placement. **Efforts to assign a prior vendor space will be made but cannot be guaranteed.**
11. Only those items listed on the approved application may be sold at the Festival. **NO ADDITIONAL PRODUCTS ARE TO BE SOLD, including baked goods and beverages.** Work that falls below the quality represented on the application shall be removed from sale at the discretion of the Museum.
12. If you are submitting work as the artist's representative, be sure to put the artist's name on the application and merchandise. List yourself as the representative and sign the application.
13. Vendors are responsible for paying Santa Fe County Gross Receipts tax-Check NM Taxation and Revenue for the rate.
14. If the Museum grounds are muddy due to excessive rain, the Museum reserves the right to prohibit any vehicles from driving onto the grounds. This may require hand carrying supplies and/or delaying set-up or take-down.
15. Vendors not abiding by the **RULES AND REGULATIONS** will not be invited back.

### **Food Vendors:**

16. Take grease with you when you leave- do not dump grease on the Museum grounds.
17. Food concessions must remain open with adequate food stocked during Festival hours.
18. Vendor will provide all equipment necessary for food service, including napkins, utensils, and all condiments. and will not make additions to the menu unless pre-approved by the Museum.
19. Once set-up, food vendors will not be permitted to move their vehicles. Have an alternate vehicle to restock.
20. Acceptance will be based on panel review and selection of food items to be sold, compliance with the NM Environment Dept. regulations, and electrical and space requirements.
21. The Museum reserves the right to limit the number of vendors selling certain products and the duplication of food items.
22. Vendors supply two trashcans for their space, and are responsible for keeping the area around their booth clean. Sun-shades and small tables are permitted. Use dumpsters for trash disposal at night.

### **Weapon Vendors:**

23. All vendors selling weapons, including but not limited to knives, swords, bows and slingshots, are required to adhere to any state and federal laws governing the sales of weapons and the following Weapons Sales Procedure for El Rancho de las Golondrinas. Weapons may only be sold to customers that are age 18 and older. All weapons must be peace-tied at the time of sale by the merchant. Merchants are required to provide their own zip ties for peace-tying and will advise customers to keep all weapons peace-tied. For any weapon that cannot be properly peace-tied (such as any weapon sold without a scabbard), the vendor is required to carry the weapon out of the festival gates before handing the weapon to the customer. Customers are allowed to carry bows but the sale of arrows is not permitted. The sale and possession of firearms on El Rancho de las Golondrinas property (the 'Museum') is not permitted.

### Waiver of Liability and Indemnification

The Museum shall not be responsible in any manner or form whatsoever for the failure of the Festival to open or be operable for any reason or cause beyond the control of the Museum. The Vendor/Participant shall be solely responsible for all damage of any nature or form caused by the operation of their booth to the Museum grounds, to the property of other Participants and to all third parties including, but not limited to, customers of Vendor/Participant and other persons entering the grounds.

The Vendor/Participant and helpers must comply with all rules, regulations and policies set forth by the Museum **RULES AND REGULATIONS**. Minor problems shall be dealt with on an immediate basis. Major infractions shall be handled by the Museum staff and could result in the Vendor/Participant and/or helpers being barred from the Festival.

This agreement contains the entire understanding of the parties and no oral or other representation, not contained herein, shall be binding upon the parties thereto.

It is understood that El Rancho de las Golondrinas (the Museum) shall not be liable for any injury to the Vendor/Participant or damage to the Participant's property. The Artist, Craftsperson, Performer, Food Vendor, herein called the Participant, waives all claims for damage to person or property sustained by the Participant resulting from or by reason of any accident in or about the Museum premises or resulting directly or indirectly from any act of negligence of any other Participant on the Museum's premises. All property belonging to the Participant shall be on the Museum's premises at the risk of the Participant, and the Museum shall not be held liable for damage, theft or misappropriation thereof.

The participant agrees to indemnify and hold harmless the Museum against any and all liability, loss, expense, fee, claim, suit, judgment or damage on account of (i) any injury to the person or property of any registrant, guest, invitee, or employee or agent of the Museum for bodily injury, including death, property damage, personal injury and discrimination arising out of the willful or negligent acts or omissions of the Participant, its agents, contractors, employees, or representatives, or (ii) any breach of the promises, representations and warranties of Participant made herein.

Signature of Participant: \_\_\_\_\_

Signature of Museum representative: \_\_\_\_\_

*Kathleen McCloud, Vendor Coordinator*

***Please read, sign and make a duplicate; keep one copy for your files and return one with your application.***

## VENDOR FAQ

- 1) If I send my vendor application in early do I have a better chance of being accepted?  
No. The deadline for all vendor applications for the Festival season is April 1<sup>st</sup>. A panel reviews EACH application for EACH festival, beginning with the Spring and Fiber festival and ending with the Harvest Festival, the final vendor event of the season. Vendors who have applied will be notified about the status of their application following the panel review for the particular festival.
- 2) Do you accept late applications?  
Yes. We also have vendor waiting lists. It is always a good idea to check in close to the event if you are on the waiting list.
- 3) Do I need to send in payment with my application?  
Yes. If you are not accepted we will return your check, or credit your credit card.
- 4) Do you take credit cards?  
Yes. Call or email the vendor coordinator, [kathleenmccloud@golondrinas.org](mailto:kathleenmccloud@golondrinas.org) to make arrangements.
- 5) I am a returning vendor. Do I need to submit images of what I'll be selling?  
Yes, include images or a link to an online site where your current work can be seen. In your application include a brief description of your products, including who made them, where they were made and the materials used, along with prices.
- 6) I sell products that are mass-produced but they tie into the festival theme – what are my chances of being accepted as a vendor?  
We are looking for handcrafted products. If you are embellishing manufactured products, such as hand painting wine glasses you've purchased, or up-cycling used clothing into a new product design, we will consider your submission.
- 7) What is a Temporary Food Establishment application and how do I fill it out?  
The New Mexico Environment Department requires that anyone selling agricultural products, including honey, jam, baked goods, spices and oils, cheese, nuts, etc. – must apply for a Temporary Food Establishment certificate. The application is available on the NMED website. [www.nmenv.state.nm.us](http://www.nmenv.state.nm.us). Form # 03212016
- 8) If I need to cancel due to an emergency, will I get a refund?  
If you cancel at least 30 days before the festival, we will refund your festival fee. No refunds for cancelations made within 30 days of the festival.
- 9) Will there be overnight security?  
We have security onsite for the Wine Festival and the Renaissance Fair, from 6PM Friday until the event closes on Sunday. For all other festivals, we have daytime security during festival hours but no overnight security. The gates are locked and there are residents living on the Museum property however the Museum accepts no responsibility for damage, loss or theft of vendor merchandise. Vendors are advised to secure their belongings to protect them from wildlife and weather.

