



# EL RANCHO DE LAS GOLONDRINAS

The Southwest's Premier Living History Museum

## 2022 Herb & Lavender Festival

### Arts and Crafts and Agricultural Products Vendor Application

**Saturday & Sunday, June 18th & 19th, 2022**

**10AM - 4 PM**

**APPLICATION DEADLINE: Due by April 1, 2022**

#### LOCATION:

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

#### SET UP:

Friday, June 17<sup>th</sup> 9AM-3PM (arrive by 3PM; museum closes at 4PM)

Saturday June 18th, 7AM-9:45AM (event opens at 10AM)

#### TAKE DOWN:

Sunday June 19th, 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.

#### **Educational Demonstrations:**

This festival is a hands-on, interactive event for all ages. 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

#### Qty.

\_\_\_\_\_ Covered Artisan Plaza

\$50.00

9'x9' booth, limited availability. Fee includes 110V electrical access, 4'x7' pegboard for display and a banco for seating. Vendor provides all other display materials, 1/4" pegboard hooks, tables, chairs, storage, and a mandatory 5#ABC type fire extinguisher.

\_\_\_\_\_ 10'x10' Assigned Row Space for Vendor tent (bring your own tent!) \$50.00

Assigned 10'x10' row tent space (stakes, ropes, awnings must fit within assigned space). Vendors provide display materials, tables, chairs, and a mandatory 5#ABC type fire extinguisher. Does not include electricity which is an additional \$35.00 charge.

\_\_\_\_\_ Yes, I request a 110 V extension cord to be run to my tent

\$35.00

110V appliances include portable chargers for electronics, small space heaters, small lamps, or fairy lights. Large heaters, AC units, refrigerators, as well as any other 220V appliances cannot be accommodated

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

**TOTAL FEES ENCLOSED:**

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

**2022 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.

**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.

**APPLICATION CHECKLIST: Due by April 1, 2022**

- Completed application form, including contact information, type of space requested.
- 5 images of what you are selling along with product descriptions (materials, who made it, how it was made) and prices. Please email, mail, or include your website.
- 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 the Vendor Coordinator**

Sophie Kline  
El Rancho de las Golondrinas  
[sophie.kline@golondrinas.org](mailto:sophie.kline@golondrinas.org)  
(505) 471-2261 x 112

**Mail OR email all application materials to:**

Attn: Vendor Coordinator  
El Rancho de las Golondrinas  
334 Los Pinos Rd. Santa Fe, NM 87507  
[sophie.kline@golondrinas.org](mailto:sophie.kline@golondrinas.org)

## Rules and Regulations

Please review. Initial #18,19,20, and 26; sign and make a duplicate. Keep one copy for your files and return an initialed/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.** No refunds for cancellations made less than 30 days from the event.
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 OR vaping on the Festival grounds** (vendor parking lot is OK).
5. **No disruptive behavior.** Vendors disturbing the peace will be escorted out without refund.
6. **No massages, whether the services are free or sold.**
7. 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.
8. A 5# ABC type fire extinguisher must be on-site in vendor tents AND Covered Artisan Plaza Booth vendors.
9. All **Vendors requesting tent space: BRING YOUR OWN TENT**, tables, chairs, and display supports unless other arrangements have been made in advance with the Vendor Coordinator. New Mexico weather is unpredictable. Please make sure to use heavy duty tent spikes or sandbags to anchor your tent. El Rancho de las Golondrinas is not responsible for tents that are or become damaged.
10. Two or more vendors 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.
11. 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.**
12. 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.
13. If you are submitting work as the artist's representative, put the artist's name on the application and merchandise. List yourself as the representative and sign the application.
14. Vendors are responsible for paying Santa Fe County Gross Receipts tax-Check NM Taxation and Revenue for the rate.
15. 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.
16. Vendors not abiding by the **RULES AND REGULATIONS** will not be invited back.
17. RVs are not allowed on the festival grounds. If you arrive in an RV you will need to bring a handcart or alternate vehicle to transport products for setting up.

**Please read and initial the following regarding the Museum's alcohol and weapons policy. Violation will result in dismissal without refund.**

18. **No firearms (concealed carry included) or other weapons are permitted on the festival grounds or anywhere on the Museum property.**

INITIAL HERE \_\_\_\_\_

19. **No "outside" alcoholic beverages are allowed on the festival grounds. Vendors may purchase alcohol from festival vendors provided they are at least 21 and wearing a festival bracelet. El Rancho de las Golondrinas also reserves the right to regulate the amount of alcohol consumption by its guests and vendors, withhold alcohol to its guests and vendors, as well as the right to close the bar from which alcohol is being served.**

INITIAL HERE \_\_\_\_\_

20. **El Rancho de las Golondrinas reserves the right to require the removal of anyone inebriated or behaving in an objectional manner while on Museum grounds. Such guests or personnel should be advised that they may be subject to both arrest and fines.**

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### Food Vendors:

21. Take grease with you when you leave. Do not dump grease on the Museum grounds.
22. Food concessions must remain open with adequate food stocked during festival hours. Vendors 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. Once set-up, food vendors will not be permitted to move their vehicles. Have an alternate vehicle to re-stock. Re-stocking during festival hours can only be accomplished by foot. No vehicles are allowed on festival grounds

during festival hours to re-stock. Please be prepared.

23. 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.
24. The Museum reserves the right to limit the number of vendors selling certain products and the duplication of food items.
25. Vendors supply two trashcans and are able use dumpsters for trash disposal at night. Vendors are responsible for keeping the area around their booth clean. Fuel tanks must be clearly secured and marked. Pop-up tents, umbrellas, and small tents must be approved by the Vendor Coordinator.

#### **Weapon Vendors:**

26. **Weapons may only be sold to customers age 18 and older.** All vendors selling weapons, including but not limited to knives, swords, bows and slingshots, are required to adhere to NM state and federal laws governing the sales of weapons and the following:

**The sale and possession of firearms, or REPLICA FIREARMS OF ANY KIND, ON MUSEUM GROUNDS is NOT PERMITTED.** Customers are allowed to carry bows, but the sale of arrows is not permitted.  
**All weapons must be peace-tied at the time of sale by the merchant. Vendors are required to provide their own zip ties for peace-tying and will advise customers to keep all weapons peace-tied. ANY weapon that cannot be properly peace-tied (such as a weapon that is sold in a box or without a scabbard), the VENDOR MUST CARRY THE WEAPON THROUGH THE FESTIVAL GATES WITH CUSTOMER BEFORE HANDING IT OVER to customer to place in vehicle. This may require a Vendor Assistant so be prepared. NO EXCEPTIONS. Security will not permit customer back onto Festival grounds with the weapon unless it is peace-tied. Vendors are responsible for stating this safety policy to customers and complying with protocol.**

**El Rancho de las Golondrinas reserves the right to require the removal of anyone inebriated or behaving in an objectional manner while on Museum grounds. Such guests or personnel should be advised that they may be subject to both arrest and fines.**

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### **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 Vendor/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 Vendor/Participant's property. The Artist, Craftsperson, Performer, Food Vendor, herein called the Vendor/Participant, waives all claims for damage to person or property sustained by the Vendor/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 Vendor/Participant on the Museum's premises. All property belonging to the Vendor/Participant shall be on the Museum's premises at the risk of the Vendor/Participant, and the Museum shall not be held liable for damage, theft, or misappropriation thereof.

The Vendor/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 Vendor/Participant, its agents, contractors, employees, or representatives, or (ii) any breach of the promises, representations and warranties of Vendor/Participant made herein.

**Please read, initial Rules and Regulations #18, #19, #20, #26 and sign below. Return one copy with your application. Your initials and signature indicate Agreement with the Rules & Regulations listed above.**

*Signature of Vendor:* \_\_\_\_\_

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

