



EL RANCHO DE LAS GOLONDRINAS

The Southwest's Premier Living History Museum

2023 Santa Fe Harvest Festival **Arts & Crafts and Agricultural Products Vendor Application**

DATE AND TIME

Saturday & Sunday, October 7 & 8, 2023 10AM – 4PM

*APPLICATION DEADLINE: Due by April 1, 2023 (no exceptions)

LOCATION:

El Rancho de las Golondrinas
334 Los Pinos Road
Santa Fe, 87507

SET UP:

Friday, October 6, 9AM – 3PM (arrive by 3PM at the latest; museum closes promptly at 4PM)

Saturday, October 7, 7AM – 9:30AM (festival starts at 10AM).

Parking pass must always be visible in your car. Only park in designated spaces and please do not block driveways (car will be towed at your expense). *All cars must be off the festival grounds and parked in the parking lots by 9:30AM (no exceptions).

TAKE DOWN:

Sunday, October 8, 4:15PM – 5PM

*Vendors are required to attend both days of the festival.

FESTIVAL INFORMATION

The Harvest Festival emphasizes hand-crafted products. We encourage traditional and contemporary crafts related to the heritage of New Mexico. Traditional arts of New Mexico include punched tin, straw inlay, retablo painting, and weaving. Fiber products including garments, and tools for spinning and weaving are widely represented at this festival. Also included are traditionally crafted body products, handmade jewelry, and images inspired by the landscape and culture of the southwest. We welcome regionally grown seasonal produce and agricultural products such as jam and honey.

Educational Demonstrations:

To promote traditional arts and crafts, we encourage vendors to demonstrate their skills from their booth, which fosters the connection between the products and El Rancho de las Golondrinas.

2023 Santa Fe Harvest 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 that you will be serving or giving out as samples for tasting, the New Mexico Environment Department (NMED) requires that you fill out a Temporary Food Establishment (TFE). Applications are available online at: <https://www.env.nm.gov/forms/>. Return it with this application, along with your current Food Handler's card(s) for you and your staff. *DO NOT send it to NMED.

HOW TO SUBMIT MATERIALS

Please send 5 images of what you are selling, along with a description including materials, process, and who made it. **Option to mailing pictures-** include a 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, or send pictures through email. A panel will review all applications with priority given to those that continue or creatively adapt the traditional arts/crafts of New Mexico. If you are selling **AGRICULTURAL PRODUCTS**, the New Mexico Environment Department (NMED) requires that you fill out a Temporary Food Establishment (TFE) Application, and a copy of your ANSI certified food handler's card for you and your staff. Applications and more information are available online at: <https://www.env.nm.gov/forms/>. Return the completed TFE form and food handler's card with this application. *DO NOT send it to NMED.

APPLICATION CHECKLIST (Due by April 1, 2023; no exceptions)

- Completed application form, including contact information, and 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 (TFE) Application and a copy of your Food Handler's card(s) for you and your staff**. DO NOT send the completed TFE application and Food Handler card to NMED.
- Review and Sign the Rules/Regulations and Waiver page in this application. Make a copy for yourself and return a signed copy with your application.

Questions? Contact the Vendor Coordinator:

Suzan Schaaf
Suzan.schaaf@golondrinas.org
(505) 471-2261 x 112

Mail all application materials & checks to:

El Rancho de las Golondrinas
Attn: Vendor Coordinator
334 Los Pinos Road. Santa Fe, NM 87507

QUANTITY and TYPE OF SPACE REQUESTED:

Qty.

 Covered Artisan Plaza **\$75.00**
9'x9' booth, limited availability. The fee includes 110V electrical access, a 4'x7' pegboard for display, and a built-in banco on the back wall of the booth for seating. Vendors provide their own display materials, ¼" pegboard hooks, tables, chairs, storage, and a mandatory class 5 ABC fire extinguisher. ***Please do not nail, staple, or screw anything into the existing structure(s).**

 Tent Vendors (bring your own tent!) **\$75.00**
Assigned 10'x10' row tent space (stakes, ropes, and awnings must fit within assigned space). Electricity is not included. It is a \$50.00 additional fee – indicate below if requested. Vendors provide their own tent, display materials, tables, etc., and a mandatory class 5 ABC fire extinguisher.

 Yes, I request a 110V extension cord to be run to my tent **\$50.00**
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 the application. They will be returned if you are not accepted.

TOTAL FEES ENCLOSED:

\$ _____

Rules and Regulations

Please review. Initial & sign where indicated. Keep one copy for your files and return an initialed/signed original with your application. Receipt of signed forms constitutes Agreement by the entrant to ALL conditions established in the application.

All Vendors:

1. **All payments are due by April 1, 2023** (no exceptions).
2. **All payments (check, credit card, money order, or cash) must be attached to the application to be seriously considered for approval.** Payment will be processed one week before each event. **Full refund if cancellation notice is given at least 30 days prior to the date of the festival.** No refunds for cancellations made less than 30 days from the event.
3. No pets are allowed on the Museum grounds (ADA approved animals are exempt).
4. No "rain-out" dates and no refunds in the event of inclement weather.
*ALL events are rain or shine, unless stated otherwise by the museum.
5. **No smoking OR vaping on the festival grounds** (the vendor parking lot is OK).
6. **No disruptive behavior.** Vendors are not to interfere with other vendor's booth or merchandise in any way, shape or form. If you have any concerns about another vendors booth or a vendor, please contact the Vendor Voordinator immediately and your concerns will be addressed by the museum staff. Harassment in any way, shape, or form will not be tolerated and may result in removal from the property without any refunds. Museum staff must be spoken to in a courteous professional manner.
7. **No massages are allowed,** whether the services are free or sold.
8. 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 day of the festival. *Please note, overnight security is not available at all festivals.
9. Per county fire code requirements, one class 5 ABC fire extinguisher must be on-site within a vendor tent or covered artisan plaza booth(s).
10. All vendors using tents. Please bring your own tent, tables, chairs, and display supports unless other arrangements have been made in advance with the Vendor Coordinator. New Mexico's weather is unpredictable and gusty winds do occur at the museum. In an abundance of caution, ALL tent vendors are required to anchor their tents into the ground with heavy-duty tent spikes or use heavy sandbags to weigh your tent down. El Rancho de las Golondrinas is not responsible for tents that are or become damaged.
11. Two or more vendors may share a booth, but each person must submit a separate application. The joint application can be sent in one packet. If only one artist is accepted, the other artist will not be able to participate.
12. 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.**
13. Only those items listed on the approved application may be sold at the festival. **NO ADDITIONAL, UNAPPROVED 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.
14. 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.
15. Vendors are responsible for paying Santa Fe County Gross Receipts Tax-Check NM Taxation and Revenue for the rate.
16. 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.

17. RVs or campers 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.
18. Tardiness and not showing up (“no show”) to a festival will not be tolerated. Dismissal or being uninvited to a festival, without a refund, may occur.
19. Vendors not abiding by the ***RULES AND REGULATIONS*** will not be invited back.

INITIAL HERE _____

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

20. No firearms (concealed carry included) or other weapons are permitted on the festival grounds or anywhere on the Museum property. *El Rancho de las Golondrinas reserves the right to require the removal of anyone not adhering to its rules and regulations. Such guests or personnel should be advised that they may be subject to both arrest and fines.

INITIAL HERE _____

21. 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 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 _____

22. 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.

INITIAL HERE _____

Food Vendors:

23. Take grease/oil with you when you leave. Do not dump grease/oil on the Museum grounds.
24. 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 for the duration of the festival. 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.
25. Acceptance will be based on panel review and selection of food items to be sold, compliance with the

New Mexico Environment Dept., the New Mexico LP Gas Bureau, Santa Fe County Fire regulations, and electrical and space requirements.

26. The Museum reserves the right to limit the number of vendors selling certain products and the duplication of food items.
27. Vendors must supply two trash cans in their area and are able to use museum 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 via state inspection. Pop-up tents, umbrellas, and small tents must be approved by the Vendor Coordinator. *Anchoring must be approved by Vendor Coordinator.
28. Vendors may not have any additional vending area/tent selling any items other than their approved food and drinks (branded materials like t-shirts, etc. are exempt but must be sold from within their trailer, truck, or booth).

Weapons Vendors:

29. **Weapons may only be sold to customers aged 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 REPLICIA FIREARMS OF ANY KIND, ON MUSEUM GROUNDS, is NOT PERMITTED. Customers are allowed to carry bows but the sale of arrows is not permitted.

- **Any/all weapons sales must be preapproved.**
- **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 the CUSTOMER BEFORE HANDING IT OVER to the customer to place in the vehicle. This may require a Vendor Assistant so be prepared. NO EXCEPTIONS.**
- **Security will not permit customers 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 the protocol.**

INITIAL HERE _____

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, the initial Rules and Regulations #1–#18, #19–21, #20, and #22–#26, #27 and sign below. Return one copy with your application. Your initials and signature indicate an Agreement with the Rules & Regulations listed above.

Signature of Vendor:

Signature of Museum representative:
