

2025 Santa Fe Harvest Festival

Food Vendor Application

DATE AND TIME

Saturday & Sunday, October 4 & 5, 2025, 10AM – 4PM

*APPLICATION DEADLINE: March 1, 2025

LOCATION:

El Rancho de Las Golondrinas

334 Los Pinos Road

Santa Fe, 87507

SET UP:

Friday, October 3, 9AM – 2PM (arrive by 2PM at the latest; museum closes promptly at 4PM)

Saturday, October 4, 7AM – 9:30AM (festival starts at 10AM)

Per New Mexico State Law, food vendors are required to be inspected by the New Mexico Environment Department, New Mexico LP Gas Bureau, or any other applicable state or county agency. Inspections will happen on the morning of the festival at 8AM. Do not be late! If you do not get inspected and passed you will not be allowed to vend at the festival. **Vendors are expected to attend both days of the festival.** Once set up, food vendors will not be permitted to move their vehicles/trailers for the duration of the festival (two days). 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 come prepared.** Parking pass must always be visible in your car. Only Park in designated spaces; please do not block driveways (your car will be towed at your expense). *All cars must be off the festival grounds and parked in the parking lots by 9:30AM.

TAKE DOWN/CLEAN UP:

Sunday, October 5, approximately at 4:15PM or when the grounds are clear of all guests.

FESTIVAL INFORMATION

The Harvest Festival emphasizes 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.

HOW TO SUBMIT MATERIALS

Email your completed application to Suzan.Schaaf@golondrinas.org and include a website address or social media handle. A complete menu with prices is required with your application (be specific and include beverages). *Returning vendors are required to submit a menu as well.

TEMPORARY FOOD ESTABLISHMENT APPLICATIONS

If you are selling **FOOD** or **AGRICULTURAL** products or giving out samples for tasting, 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 the NMED.

APPLICATION PROCESS

After you have submitted your application (**due March 1, 2025**), a panel will review all applications (priority will be given to those artisans that continue or creatively adapt the traditional arts/crafts methods/styles of New Mexico). All acceptance decisions will be made by **March 31, 2025**.

FEES

Once you have been accepted to the festival you will be sent an acceptance email from the Vendor Coordinator and an invoice from the Controller for your vendor fee(s). All payments will be due by **April 30, 2025**. If payment(s) are not made by **April 30, 2025**, the application approval will be rescinded and placed on a waiting list, and the vendor spot will be given to the next qualified applicant.

10% of the vendor fee(s) will be non-refundable. If any cancellations occur before **May 1, 2025**, 90% of the vendor fee(s) will be refundable. If any cancellations occur after **May 1, 2025**, 0% percent of the vendor fee(s) will be refundable.

***DO NOT ATTACH OR SEND PAYMENT WITH YOUR APPLICATION**

An invoice will be sent to you for prompt payment by our Controller. Don't hesitate to get in touch with our Controller with any invoicing questions you may have: Sarah Coutts: finance@golondrinass.org

*El Rancho de Las Golondrinass is a 501 (c) (3) non-profit organization. The money from your fees goes to support the operations and special programs we have at the Museum.

APPLICATION CHECKLIST

- Applications DUE BY **MARCH 1, 2025**.
- Fully completed application form (contact info & space requested).
- Send a complete, proposed menu, including beverages and prices, even if you have been a food vendor at El Rancho de Las Golondrinass in the past.
- A completed Temporary Food Establishment (TFE) application from the NM Environment Dept. and a copy of your ANSI-certified food handler's card for you and your staff. *Do not send completed TFE to the NM Environment Dept.
- COI/Certificate of Insurance submitted to Suzan Schaaf.
- Signed rules and regulations.
- Signed waiver of liability and indemnification.
- Payments DUE BY **APRIL 30, 2025**.

Questions? Contact the Vendor Coordinator:

Suzan Schaaf
(505) 471-2261 x112
Suzan.Schaaf@golondrinass.org
Please email applications to
Suzan.Schaaf@golondrinass.org

Or mail your application(s) to:
El Rancho de Las Golondrinass
Attn: Suzan Schaff
334 Los Pinos Road
Santa Fe, NM 87507

2025 Santa Fe Harvest Festival
Food Vendor Application

Name _____

Business Name (DBA) _____

Email _____

Website _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell _____

Best contact method: Email Phone Mail

FOOD TRUCK OR TRAILER SIZE

My truck/trailer/tent size, including trailer tongues, ropes, awnings, and displays, is:

_____ ' long X _____ ' wide X _____ ' tall

Please include photos or drawings of your set-up with this application. Indicate which side you serve from.

Vendors must provide their equipment (i.e., tables, chairs, etc.).

TYPE OF SPACE REQUESTED:

_____ **UP TO A 20'X12' SPACE WITH 110V ELECTRICITY** **\$200.00**

Our electrical access is limited; we may not be able to accommodate your needs. Please come prepared with a backup electrical option(s). *Whisper-quiet generators are only permitted 20' from the vehicle.

_____ **UP TO A 20'X12' SPACE WITH 220V ELECTRICITY** **\$200.00**

Our electrical access is limited; we may not be able to accommodate your electrical needs. Please come prepared with a backup electrical option(s). *Whisper-quiet generators are only permitted 20' from the vehicle.

***PLEASE COME PREPARED WITH ANY/ALL ELECTRICAL ADAPTERS, CONNECTIONS, LEVELING BLOCKS/SCISSOR JACKS, OR EXTENSION CORDS. LAS GOLONDRINAS WILL NOT SUPPLY ANY ACCESSORIES FOR YOUR SETUP.**

TOTAL FEES DUE BY APRIL 30, 2025: \$ _____

*Once you have been accepted to the festival you will be sent an acceptance email from the Vendor Coordinator and an invoice from the Controller for your vendor fee(s). All payments are due by **April 30, 2025**. If payment(s) are not made by **April 30, 2025**, the application approval will be rescinded and placed on a waiting list, and the vendor spot will be given to the next qualified applicant.

*Returning vendors are required to submit these applications as well.

Rules and Regulations

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

All Vendors:

1. All payments will be due by **April 30, 2025**. If payment(s) are not made by **April 30, 2025**, the application approval will be rescinded and placed on a waiting list, and the vendor spot will be given to the next qualified applicant. 10% of the vendor fee(s) will be non-refundable. If any cancelations occur before **May 1, 2025**, 90% of the vendor fee(s) will be refundable. If any cancelations occur after **May 1, 2025**, 0% percent of the vendor fee(s) will be refundable. Payments can be made through your invoice by credit card or bank transfer.

INITIAL HERE _____

2. Per New Mexico State Law, food or agricultural vendors must be inspected by the New Mexico Environment Department, New Mexico LP Gas Bureau, or any other applicable state or county agency. Inspections will happen on the morning of the festival at 8AM. Do not be late! If you do not get inspected and passed, you will not be allowed to vend at the festival.

INITIAL HERE _____

3. If you are giving out samples for tasting (food or agricultural products), the New Mexico Environment Department (NMED) requires that you fill out a Temporary Food Establishment (TFE). A copy of your ANSI-certified food handler's card for you and your staff must be available. Applications are available online at: <https://www.env.nm.gov/forms/>

INITIAL HERE _____

4. 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 come prepared.

INITIAL HERE _____

5. Vendors are expected to take grease or oil with them to dispose of at a certified location. **DO NOT DUMP GREASE OR OIL ON MUSEUM GROUNDS OR DUMPSTER**. Such vendors, guests, personnel, and employees should be advised that they may be subject to both arrest and fines.

INITIAL HERE _____

6. Vendors must supply a minimum of two trash cans in their area. Vendors can use museum dumpsters to dispose of their trash. Vendors are responsible for keeping the area clean and trash-free.

INITIAL HERE _____

7. 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.

INITIAL HERE _____

8. The Museum reserves the right to limit the number of vendors selling certain products and the duplication of food items.

INITIAL HERE _____

9. Vendors are expected to attend both days of the festival. Once set up, food vendors will not be permitted to move their vehicles for the duration of the festival (two days). 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 come prepared.**

INITIAL HERE _____

10. Vendors may not have any additional vending areas or tents next to their vendor spot. Selling any items other than their approved food and drinks is prohibited (branded materials like t-shirts, etc. are exempt but must be sold from within their trailer, truck, or booth).

INITIAL HERE _____

11. Any vendor that attends/sets up without prior approval will be asked to leave. ALL vendors must have prior approval to attend and sell their products on Las Golondrinas property.

INITIAL HERE _____

12. Las Golondrinas will not provide any electrical accessories for your setup. Please come prepared with any/all electrical adapters, connections, or extension cords you might need for your setup.

INITIAL HERE _____

13. Las Golondrinas cannot guarantee your ground space will be level. The museum is a working ranch and therefore does not have level grounds. Please come prepared with your leveling blocks or scissor jacks to level your trailer or food truck. Food vendor space is limited, please do not take any other space than you are assigned to.

INITIAL HERE _____

14. No pets are allowed on the Museum grounds (ADA-approved animals are exempt). Please notify the Vendor Coordinator if you are planning to bring your ADA-approved service animal to the festival.

INITIAL HERE _____

15. 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.

INITIAL HERE _____

16. **No smoking OR vaping on the festival grounds** (the vendor parking lot is OK).

INITIAL HERE _____

17. **No disruptive behavior.** Vendors are not to interfere with other vendor’s booths or merchandise in any way, shape, or form. If you have any concerns about another vendor’s booth or a vendor, please contact the Vendor Coordinator immediately, and your concerns will be addressed by museum staff. Harassment in any way, shape, or form will not be tolerated and may result in removal from the festival, other festivals, and the property without any refunds. Museum staff must be spoken to in a courteous, professional manner.

INITIAL HERE _____

18. Vendors bring their trailers or food trucks 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, that overnight security is not available at all festivals.

INITIAL HERE _____

19. All mobile food trucks, trailers, or vehicles must comply with New Mexico code R. § 7.6.2.9 (mobile food establishment requirements). The full list of requirements can be found at: <https://www.env.nm.gov/wp-content/uploads/sites/9/2018/07/7.6.2-NMAC-2019-Official-Version-Secured.pdf>. Any fines or regulation violations will be incurred solely by the vendor.
INITIAL HERE _____
20. **MANDATORY!** All vendors, food or arts & crafts, must have one class 5 ABC fire extinguisher on-site within a vendor tent or covered artisan plaza booth(s), food truck, etc. Any fines or regulation violations will be incurred solely by the vendor.
INITIAL HERE _____
21. 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. ALL tent vendors are required to **ANCHOR** their tents into the ground with heavy-duty tent spikes or use heavy sandbags to weigh their tents down (standard tent anchors are not acceptable). El Rancho de Las Golondrinas is not responsible for tents that are or become damaged. Vendors will be liable for any and all physical damage to the Museum, its agents, employees, contractors, or guests. *Please note, due to the Santa Fe County Fire Code, not all food or agricultural vendor areas will be allowed to have a tent next to their booth, trailer, or food truck. Guy lines are also not acceptable and violate the Santa Fe County fire code.
INITIAL HERE _____
22. 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 requested vendor space will be made but cannot be guaranteed.**
INITIAL HERE _____
23. Only those products listed on the pre-approved menu may be sold at the festival. **NO ADDITIONAL, UNAPPROVED PRODUCTS ARE TO BE SOLD.**
INITIAL HERE _____
24. Vendors are responsible for obtaining any/all vendor permits from the County and paying any/all Santa Fe County Gross Receipts. Please check NM Taxation and Revenue Department for the current rate(s). El Rancho de Las Golondrinas is not responsible for the vendor’s permits or gross receipts tax due to Santa Fe County.
INITIAL HERE _____
25. 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. **Please come prepared.**
INITIAL HERE _____
26. 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 your products for setting up in your assigned spot.
INITIAL HERE _____
27. 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.
INITIAL HERE _____

Please read and initial the following regarding the **MUSEUM'S ALCOHOL AND WEAPONS POLICY**. Violations will result in dismissal without a refund and may result in denial of further access to the property.

28. 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 vendors, guests, personnel, and employees should be advised that they may be subject to both arrest and fines.

INITIAL HERE _____

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

INITIAL HERE _____

30. 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 and will not be invited back.

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 because 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 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-#27 and sign below. Return one copy with your application. Your initials and signature indicate an Agreement with the Rules & Regulations listed above.

Vendor Signature and Date:

Museum Representative Signature and date:

INSURANCE REQUIREMENT

The vendor shall procure and maintain Commercial General Liability insurance including, but not limited to bodily injury, property damage, personal injury, and products and completed operations in an amount no less than \$1,000,000 per occurrence and \$2,000,000 aggregate. The coverage shall be primary and non-contributory and list the Museum as additional insured.

Email Certificate of Insurance to:
Suzan Schaaf
Suzan.Schaaf@golondrinas.org