PO Box 1721
Las Cruces, NM 88004

39th Annual RENAISSANCE ARTSFAIRE
November 6 & 7, 2010, Young Park, Las Cruces, NM

CHILDREN'S REALM ACTIVITY BOOTHS
Information for Nonprofit Groups

We are completing plans for the 2010 Renaissance ArtsFaire and encourage all past participants who have sponsored an activity in the CHILDREN'S REALM to join us again. This is a fun way to market your group so please encourage other groups to participate too.

ELIGIBILITY: Any nonprofit organization that would like to conduct a children's activity or game. Activities/games should be arts related, if possible, but that is not an absolute requirement. You should plan to give small prizes to your game winners.

SPACE: Booth spaces will be approximately 10' x 10'. We ask that you complete the booth space diagram, INCLUDING DIMENSIONS, on the application form. You will be assigned a 10' x 10' space unless you provide other space dimensions on your application. Organizations must provide their own booth set up and shade is recommended. Please bring any tables and chairs you will need. DAAC will NOT be able to provide any additional seating. Groups that complete this application will be accepted ON A FIRST COME, FIRST ACCEPTED BASIS. Space for activities is assigned in the order requests are received. Our goal is no duplicate activities. If you have any questions about the suitability of your activity, or wish to know if someone else is already planning something similar, please call us.

TERMS:

1. Your booth or space MUST BE DECORATED IN ACCORDANCE WITH THE RENAISSANCE THEME.
2. Workers must be in COSTUME. Gypsy or Renaissance costumes are appropriate. Costumes may be rented locally and do not have to be elaborate. Prizes will be awarded on Saturday for the BEST DECORATED BOOTH and BEST COSTUME in the Children's Realm.
3. There will be NO ELECTRICITY for CHILDREN'S REALM activities or entertainment.
4. FEES: A $25 registration fee must accompany your application. Make checks payable to DOÑA ANA ARTS COUNCIL or DAAC. We encourage free and inexpensive activities.
5. No food items may be sold in the Children's Realm
6. Booths and activities are to be open and available to the Public during Faire hours: 10:00 a.m. – 5:00 p.m. Saturday, November 6 and 10:00 a.m. – 4:00 p.m. Sunday, November 7, 2010. There is NO EARLY TEAR DOWN.
7. PARKING: Parking space in the Young Park parking lot *will not be available* for nonprofit booth attendants. Volunteers will need to arrive early enough to park in the nearby volunteer/vendor areas or the shuttle bus parking lot. Please notify your volunteers about available parking. Thank you for your cooperation.
8. It is the responsibility of the CONTACT PERSON of your organization to **communicate these terms** to your booth attendants and volunteers.
9. Admission will be charged for entrance to the Faire. You will receive sufficient wristbands for your volunteers. All volunteers MUST wear their admittance wristband at all times. They will NOT be admitted to the Faire free of charge without it. Please be sure to fill in accurately the volunteer total on your application.

SET UP AND TEAR DOWN: Booths and activities are to be set up, taken down and staffed by your organization.

1. Set up time is 1:00 – 5:00 p.m. Friday, November 5. When you arrive to set up, please check in

with a DAAC staff member at the CHILDREN'S REALM Information Tent. Your space location will be assigned. DO NOT SET UP UNTIL YOU RECEIVE YOUR EXACT LOCATION. If it is impossible for you to set up Friday afternoon, you will need to make special arrangements for a set up time Saturday morning BEFORE 8:00 a.m. NO VEHICLES WILL BE PERMITTED TO ENTER THE FAIRE SITE AFTER 9:00 a.m. Saturday or Sunday mornings.

2. Take down is 4:00 p.m. Sunday, November 7. NOTE: Faire hours continue until 4:00 p.m. Sunday and no one will be allowed to remove booth set-ups until that time. No vehicles will be allowed in the park until after 4:30 p.m. to ensure the safety of Faire patrons.
3. Nothing can be removed from your booth area until 4:00 p.m. Sunday.

SECURITY: Security will be provided Friday and Saturday nights from 6:00 p.m. – 7:00 a.m. However, organizations exhibit at their own risk. The DAAC will not be responsible for damage, theft, or loss of any organizational property during or after exhibition hours.

PARKING: Parking space in the Young Park parking lot *will not be available* for nonprofit booth attendants. Volunteers will need to arrive early enough to park in the nearby volunteer/vendor areas or the shuttle bus parking lot. Please notify your volunteers about available parking. Parking in the Main Lot at Young Park is for Faire patrons ONLY.

CITY REGULATIONS: The use and consumption of alcoholic beverages is prohibited in City parks with the exception of permitted and approved areas. The City of Las Cruces has asked us to mark SPRINKER HEADS and participants are asked to not run over the sprinkler heads! You will be charged for any damaged sprinkler heads. As part of the Faire you agree to abide by all City licensing and other regulations throughout the weekend.

PETS: Please DO NOT bring your pets. Per a City ordinance, with the exception of service animals which must wear appropriate service coat or ID, **no pets will be allowed on the Faire site.** There will be no other exceptions! Please remember that animals should not be left unattended in your vehicle.

DEADLINE: The DEADLINE for applications for CHILDREN'S REALM activities is **September 10, 2010**. Due to press deadlines, it is impossible to include information about your booth activity if your application is received after the deadline. Spaces will be allotted on a first-come basis, so return your application as quickly as possible.

MORE INFORMATION: Call: DAAC at 575/523-6403.