

I. GENERAL INFORMATION:

Organization _____
 Contact Name _____
 Email address _____
 Day Phone _____ Cell Phone _____
 Mailing Address _____
 City _____ State _____ Zip _____

Person Attending Mandatory Meeting _____
 Mailing Address _____
 Day Phone _____ Cell Phone _____

II. FOR PROFIT PARTNER

RESTAURANT NAME _____
 Contact _____ Day Ph _____ Cell Ph _____
 E-mail address _____
 Mailing Address _____
 City _____ State _____ Zip _____

Person Attending Mandatory Meeting _____
 Mailing Address _____
 Main Phone _____ Alternate Phone _____

NOTE: one representative for each application is required to attend the mandatory meeting on September 21, 2010 or the space will be released.

III. MENU: Please list all items. Use a second sheet if necessary.

Menu Item	Price to be charged
_____	_____
_____	_____
_____	_____

Alternate _____
 (An Alternate will only be served if you are notified. You will be notified of approved items prior to the mandatory meeting)

IV. PAYMENT:

- | | |
|--|---|
| <input type="checkbox"/> \$190 for 12' X 12' space w/o electricity | <input type="checkbox"/> \$230 for 12' X 12' space with electricity |
| <input type="checkbox"/> \$230 for oversize space* w/o electricity | <input type="checkbox"/> *\$280 for oversize space with electricity |
- *Note: Oversized space is no larger than a total of 216 sq feet.

\$50 decoration fee required in the form of a separate check with booth space payment. (This fee will be refunded when the Faire opens if the food booth is decorated appropriately for the Renaissance era.)
 \$50 cleaning deposit (will be returned by mail after passing final inspection on Sunday evening)
 \$100 Pepsi Damage Deposit if requesting a Pepsi Wagon (Refunded upon return of wagon)

Insurance: Must present proof of liability insurance certificate. Insurance available for purchase through DAAC for \$102.

Important dates:

June 30 - Application sent to previous vendors

August 2 - Previous vendor deadline to keep first refusal rights
 July 19 - New vendors may apply
 October 5 - All applications and payments due. After Oct. 5th, add \$60.
 After Oct. 20th, booth fee doubles.

V. ELECTRICAL NEEDS FOR EQUIPMENT:

Please list all electrical equipment and wattage to be used. BE ACCURATE! Participants will be responsible for providing heavy-duty three-prong extension cords using appropriate wire. Failure to list equipment will result in that equipment not being used.

DO YOU REQUIRE 220? YES NO

TYPE OF EQUIPMENT	HOW MANY	TOTAL WATTAGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

VI. DECORATIONS:

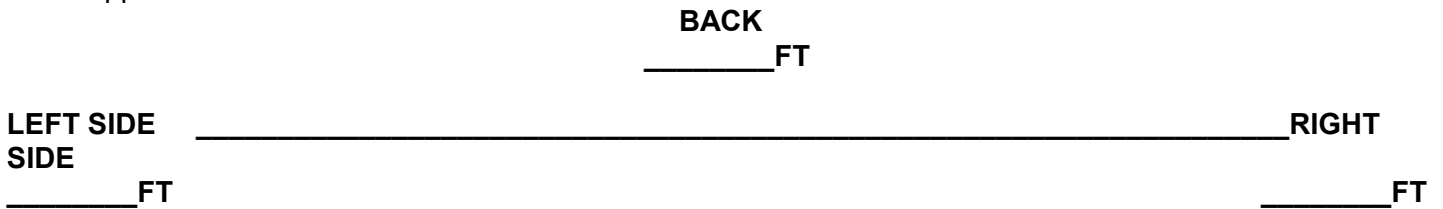
Describe your food booth decorations: _____

VII. ADMISSION / VOLUNTEERS:

Total Number of Volunteers who will work in the booth _____
 Volunteers **MUST** wear their wristband at all times to gain admission to the park at no charge. Admission for the general public will be charged: Admission fee is \$5 for adults. **NOTE: Wristbands will be distributed at the mandatory meeting ONLY.**

VIII. SPACE/AREA DIMENSIONS:

Complete the diagram below. Sketch in your food booth structure with dimensions (Be sure to locate the trailer hitch and length of the hitch.) and then sketch in ALL items that will be **OUTSIDE** your food booth structure. On the diagram below **show OVERALL dimensions of the ENTIRE FOOD BOOTH AREA**. Accurate information is extremely important and will help in placing food booths. If your organization plans to reserve a PEPSI WAGON, complete the enclosed EQUIPMENT RESERVATION FORM and return to DAAC with your food booth application.



SERVING SIDE
 _____ FT

I have read and will abide by the terms and requirements as stated in the enclosed Food Booth Information sheet.

I will be responsible for informing all food booth volunteers of rules and regulations for Food Booths.

SIGNATURE: _____

CHECK LIST:

- _____ Completed General Information & For Profit Partner Information
- _____ Completed Menu and Alternate
- _____ List of Electrical Needs
- _____ Decoration Plan
- _____ Detailed Booth Area Diagram
- _____ Signature
- _____ Check for Appropriate Space Fee or credit card information below
- _____ Check for cleaning deposit – must be separate check or money order
- _____ Check for Decorating Fee – will be returned on Saturday if booth appropriately decorated
- _____ Pepsi Equipment Reservation Form
- _____ Pepsi-Las Cruces Damage Deposit – must be separate check or money order
- _____ Self-addressed, stamped envelope for notification
- _____ Liability Insurance Certificate

OR

- _____ \$102 check to DAAC for ordered liability insurance

Circle one:   

Name as it appears on credit card: _____ (must be same as applicant)

Credit card number: _____ Expiration Date: _____

CVC Code: _____ Signature for charge: _____

(Subject to a 3.25% handling fee. Card will be charged upon acceptance of application)

APPLICATIONS MUST BE COMPLETE. Remember to include the PEPSI EQUIPMENT RESERVATION FORM and DAMAGE DEPOSIT CHECK made out to Pepsi-Las Cruces if needed, FOOD BOOTH CHECK, CLEANING DEPOSIT CHECK, and DECORATION FEE CHECK payable to DOÑA ANA ARTS COUNCIL, and a self-addressed, stamped envelope. Applications must be **received** no later than September 10, 2010. MAIL TO:

DAAC Renaissance ArtsFaire Food Booths
PO Box 1721
Las Cruces, NM 88004
575-523-6403