

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

P.O. Box 1721
Las Cruces, NM 88004

INFORMATION BOOTHS FOR NONPROFIT ARTS RELATED ORGANIZATIONS

ELIGIBILITY: Only nonprofit organizations involved with the visual, performing and/or literary arts or cultural activities are eligible. The organization must have a copy of its IRS letter approving the organization's 501 (c) (3) or other nonprofit status. The Renaissance Advisory Committee will determine final approval of all organizational applicants.

BOOTH SPACE: Booth spaces are 10' by 10'. Organizations must provide their own booth structure which **MUST be decorated in accordance with the Renaissance theme AND attendants must dress accordingly.** Future acceptance to the Faire will depend on your cooperation in keeping the Renaissance motif.

BOOTH FEES: Please note that we have made some changes in the fee structure for non-profit groups in order to make the rules fair and equitable for everyone. Organizations that are distributing information only (not selling any items) will be charged a \$50.00 fee. Organizations that are selling items of any kind (see restrictions below) will be charged a \$100.00 fee. **Booth fees must accompany your application.** Make check payable to DOÑA ANA ARTS COUNCIL. **A \$25 fee will be charged for returned checks.**

TERMS:

1. There is **NO ELECTRICITY** for organizational booths.
2. Booths are to be set-up, taken down and staffed by your organization. Set-up time is 1:00 – 5:00 p.m. on Friday, November 5, 2010. Take-down is at 4:00 p.m. on Sunday, November 7. **NO EARLY TEAR DOWN IS ALLOWED.**
3. You may drive into the park to your booth space to unload your supplies. However, **NO VEHICLES WILL BE ADMITTED TO THE PARK AFTER 9:00 a.m. on Saturday and 9:00 a.m. Sunday. ALL VEHICLES MUST BE REMOVED FROM THE PARK BY 9:00 a.m. SATURDAY AND 9:00 a.m. SUNDAY MORNINGS. No vehicles will be allowed in the park before 4:30 p.m. on Sunday to ensure the safety of the public.**
4. Receipt of your application and check, on or before September 10, 2010, will reserve a booth space for your organization.
5. This is the only copy of this information sent to you. Please keep it for your reference. It is the responsibility of your organization to inform all booth volunteers of the information contained in this information sheet.

RESTRICTIONS: **Organizational booths are not allowed to sell art, craft or food items.** Any items you wish to sell must be listed on the application. **SELLING RAFFLE TICKETS OR OTHER ITEMS ARE SUBJECT TO ADDITIONAL FEES AS MENTIONED ABOVE.** Items may only be sold if specific arrangements are made, in advance, with DAAC. DAAC reserves the right of final approval. You will be asked to remove all unauthorized items from the Faire.

CITY REGULATIONS: The use and consumption of alcoholic beverages in City parks with the exception of permitted and approved area. 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.

ADMISSION: Admission to the Faire will be \$5 per adult. As a Faire participant, your volunteers will not be charged admission but they **MUST** wear their wristband at all times during the Faire. Please fill in the volunteer count space accurately and we will provide sufficient wristbands. Wristbands will be available at the DAAC office October 26-28, 2010 or in your registration packet.

SECURITY: Security will be provided Friday and Saturday 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 before, 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. Thank you for your cooperation.

DEADLINE: The deadline for applications for information booths is September 10, 2010. Space for booths will be allotted on a first-come basis, so return your application as quickly as possible. No refunds will be given on non-profit booths after September 30, 2010.

Renaissance ArtsFaire hours are:

10:00 a.m. – 5:00 p.m. Saturday, November 6, 2010

10:00 a.m. – 4:00 p.m. Sunday, November 7, 2010

FOR ADDITIONAL INFORMATION:

Visit the Dona Ana Arts Council website: www.las-cruces-arts.org

Email: ceci@daarts.org

Phone: 575-523-6403