

RENAISSANCE ARTSFAIRE November 6-7, 2010
FOOD BOOTH INFORMATION

WHO MAY PARTICIPATE: Local, nonprofit, public service, church, or school groups. Your organization must provide a copy of your IRS letter proving your 501(c)(3) or other nonprofit status.

IMPORTANT DATES: June 30, 2010 Application sent to previous vendors
Aug. 2, 2010 Previous vendor deadline to keep first refusal rights
July 19, 2010 New vendors may apply
Sept. 7, 2010 All applications and payments due.

COST: \$190 for 12' X 12' space w/o electricity \$230 for 12' X 12' space with electricity
\$230 for oversize space* w/o electricity *\$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 your food booth is decorated appropriately for the Renaissance era.**
- \$50 cleaning deposit (**This fee will be returned by mail after passing final inspection on Sunday evening.**)
- \$102 fee for liability insurance if purchased from DAAC or provide proof of insurance.
- \$100 Pepsi Wagon Damage Deposit (Will be returned by mail when wagon is returned)

All payments are due by September 7th. After September 7 add \$60, after September 20th, space fee is doubled – Non-negotiable.

A \$25 fee will be charged for any returned checks

SPACE: A food booth space is approximately 12' X 12'. Space includes ALL AREA required for storage, food preparation and service. Spaces larger than 12' X 12' must pay for an oversize space. Complete the SPACE diagram, with dimensions, on the application form. *Additional tents, awnings, etc. are considered part of your food booth space and must be included in the total dimensions and SPACE diagram.* APPLICATIONS THAT DO NOT INCLUDE A COMPLETE SPACE DIAGRAM WITH DIMENSIONS WILL BE RETURNED.

BOOTH STRUCTURE: You must provide your own booth. A limited number of wagons are available from Pepsi-Las Cruces. A \$100 damage deposit required if your organization plans to reserve a Pepsi Wagon. COMPLETE THE ENCLOSED EQUIPMENT RESERVATION FORM and return to DAAC with your food booth application. Wagons will be assigned on a first come basis. **Damage deposit check must be made out to Pepsi-Las Cruces** and will be returned after the Faire if the wagon is returned without damage. ALL REQUESTS FOR PEPSI WAGONS MUST BE SUBMITTED WITH FOOD BOOTH APPLICATION FORM TO DAAC.

BEVERAGE POLICY: Pepsi of Las Cruces is a major sponsor of the Renaissance ArtsFaire. Only Pepsi products will be sold at the faire. All Pepsi products including bottled water will be sold exclusively by Doña Ana Arts Council. Pepsi products, including bottled water, will be marketed by non-profit groups at Pepsi stations and hawkers throughout the Faire. Food Booths may only serve HOT BEVERAGES such as coffee, cider and hot chocolate, which must be listed on your application.

FOOD PERMIT: Contact Marci Nevarez, NM Environmental Department, 1170 N. Solano (524-6300) to obtain a permit. Permits should be completed at least two weeks prior to the event. THE ORIGINAL PERMIT MUST BE POSTED IN YOUR BOOTH! Inspections will take place prior to the Faire opening on Saturday morning at which point you will receive your actual permit.

TERMS:

1. Only food items may be sold in your booth, and **each booth must sell different menus.** Menu selections will be awarded based on previous experience at the Faire and the date the application is received. DAAC

- RESERVES THE RIGHT TO APPROVE ALL MENU ITEMS. **Duplicate menu will not be allowed.**
- Doña Ana Arts Council will be the exclusive PEPSI vendor and ONLY PEPSI COLA PRODUCTS CAN BE SOLD.
 - If you want to reserve a PEPSI WAGON, return the Reservation Form and deposit check made out to Pepsi-Las Cruces with your Food Booth Application.
 - A representative of your organization MUST attend a mandatory meeting Tuesday, September 28, 7:00 p.m., at the DAAC office in the Rio Grande Theatre 211 N. Downtown Mall. This person **must** be in attendance at the time of the booth set-up. **Failure to attend the mandatory meeting will result in your space being released and fees forfeited.**
 - Each food booth must be decorated in keeping with the Renaissance theme. There is a cash award for best food booth decorations and decorations add to the ambience of the entire faire. PEPSI HAS REQUESTED THAT VENDORS USE ONLY BLACK ELECTRICAL TAPE TO ATTACH DECORATIONS TO PEPSI WAGONS.
 - All food sold at Young Park during the Renaissance ArtsFaire must be prepared in an inspected kitchen. Food Vendors are not allowed to prepare any food items in home kitchens.
 - There will be no refunds of Food Booth Fees after the Mandatory Meeting on September 28, 2010.
 - All organizations must provide proof of liability insurance listing the Doña Ana Arts Council as an additional insured party. These certificates must be received by October 16, 2010. If you so choose, your organization may purchase a liability policy through DAAC for a fee of \$102. **(Include with your booth fee at time of application.)**

ELECTRICITY: Electricity is available in the Food Booth area of the park. If you have a generator that is able to supply your food booth needs, you may utilize it, but it must be concealed and the noise blocked.

DECORATIONS: Decorate your food booth in keeping with the Renaissance theme. Streamers, banners, or colorful signs in old English lettering are some suggestions. Commercial vendors may display their commercial signage for an additional fee of \$125. Commercial signage must be secondary in size to the non-profit partner. If commercial vendors do not take advantage of this option, then **decorations should be used to conceal all commercial signage** (except Pepsi) on commercial food wagons and booths. Only the name of the non-profit group may be displayed. A cash prize, \$100, will be awarded for the best decorated food booth. Decoration deposit of \$50 will be returned on Saturday, November 6, if the booth is adequately decorated. **If the food booth is not decorated appropriately, the decoration deposit will be forfeited.**

SET-UP: Set-up time is 9:00 a.m. – 5:00 p.m. Friday, November 5, 2010. You may drive into the park to your booth space to unload your supplies. During set-up, you must confine your equipment and supplies to your assigned food booth area. Please be considerate of those around you also trying to set up. All major food booth set-up must be completed and all vehicles removed from the park by 5:00 p.m. Friday evening. No vehicle will be allowed to park at the assigned booth space. Vehicles are only allowed to load and unload during setup/takedown only.

ADMISSION: Admission will be charged for entrance to the Renaissance ArtsFaire. Therefore, all volunteers MUST wear their wristband at all times to gain admission to the park at no charge. Please note the total number of volunteers you will have in your booth over the weekend and an appropriate number of wristbands will be distributed at the mandatory meeting.

CITY REGULATIONS: The use and consumption of alcoholic beverages is prohibited in City parks with the exception of permitted and approved enclosed 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: DO NOT bring your pets. Per a City ordinance, with the exception of service animals (must wear official 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.

PARKING SPACE: The Young Park parking lot *will not* be available for vendor parking. You will be asked to remove ALL vehicles from this lot before 9:00 a.m. Saturday and 9:00 a.m. Sunday. Vendor parking, by permit only, will be available near Young Park. ONLY ONE parking permit, per vendor (enclosed in Vendor Packet) will be issued. Volunteers MAY NOT park in the main lot at Young Park. They will need to use the remote parking lots. As a food vendor, it is your responsibility to notify ALL volunteers of the parking directions and to be sure they comply. You are asked to have all

vehicles unloaded, out of Young Park and parked in the appropriate lot by 9:00 a.m. Saturday and 9:00 a.m. Sunday. Your cooperation in this will help provide more convenient parking spaces for the buying public.

ARTSFAIRE 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. You may drive into the park to your booth to unload your supplies each morning. **ABSOLUTELY NO VEHICLES WILL BE PERMITTED TO ENTER 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 BY 9:00 a.m. SUNDAY.** VEHICLES WILL NOT BE ALLOWED TO BLOCK PARKING AREAS DURING THE DAY TO UNLOAD SUPPLIES. YOU MUST BE READY TO OPEN YOUR BOOTH BY 10:00 a.m. SATURDAY MORNING AND 10:00 a.m. SUNDAY MORNING! No Food Vendor is allowed to tear down a booth before 4:00 p.m. on Sunday. If your group sells out before closing, you may post a sold out sign and close up the booth. Do not tear down or remove any equipment before 4:00 p.m. Sunday evening. **No vehicles will be allowed in the park until after 4:30 p.m. on Sunday to ensure the safety of the public.**

SECURITY: Security will be provided from 6:00 p.m. to 7:00 a.m. on Friday and Saturday. However, DAAC will not be responsible for damage, theft, or loss of any food booth property before, during, or after exhibition hours.

TABLES AND CHAIRS: Your organization must provide a minimum of two large tables and appropriate chairs for customer usage. These must be set up in the open area in front of your booth and maintained (cleaned) by your staff throughout the weekend.

TRASH/CLEAN-UP: Every booth is REQUIRED to provide a minimum of two trash receptacles outside your booth. *Plan to remove the trash every hour. Your booth must provide extra trashcans and trashcan liners.* Trash bags should be taken to the roll-off containers located at the north end of the food court. Park personnel will not pick up trash bags during the weekend. Please help by keeping your booth area litter-free. Also, you are expected to leave your area litter-free on Saturday and Sunday evenings. A \$50 Deposit will be paid to ensure your assigned area is left clean. Final inspection will be held on Sunday evening and deposits will be returned by mail after the Faire. Vendors who leave before final inspection will forfeit their cleaning deposit.

SELECTION/DEADLINE: Selection will be by a Food Vendor Selection Committee. Selection will be based on a complete and accurate application, type of food to be served, equipment requirements, timeliness of application, previous Faire experience and appropriate decorations. All applications must be accompanied by a self-addressed, stamped envelope for notification of status. **Application must include a minimum of three separate checks: 1) appropriate booth fee, 2) cleaning deposit, and 3) decoration deposit. Make all checks payable to the Doña Ana Arts Council.** Applications and checks must be received by **September 7, 2010.** You will be notified of your status by phone, fax, or email no later than September 28, 2010 and letters of acceptance will follow. Checks will not be deposited until after you have been accepted; groups not accepted will have their checks returned. After the Mandatory Meeting September 28, THERE WILL BE NO REFUNDS OF FOOD BOOTH FEES.

ATTENTION COMMERCIAL VENDORS – DAAC will require verification, either from you or your non-profit partner, of the dollar amount that your business donates to the non-profit group with which you are partnered. THIS REQUIREMENT WILL BE STRICTLY ENFORCED.

Renaissance ArtsFaire hours are:

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

10:00 a.m. – 4:00 p.m. Sunday, November 7, 2010. (Daylight Savings Time Ends)

FOR ADDITIONAL INFORMATION:

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

Email: ceci@daarts.org

Phone: 575-523-6403

THIS WILL BE THE ONLY COPY OF THIS INFORMATION SENT TO YOU. PLEASE KEEP IT FOR YOUR REFERENCE.