

**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 28, 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:**

- \$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 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
Sept. 7 -	All applications and payments due. After Sept. 7th, add \$60.
	After Sept. 20 <sup>th</sup> , 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:**

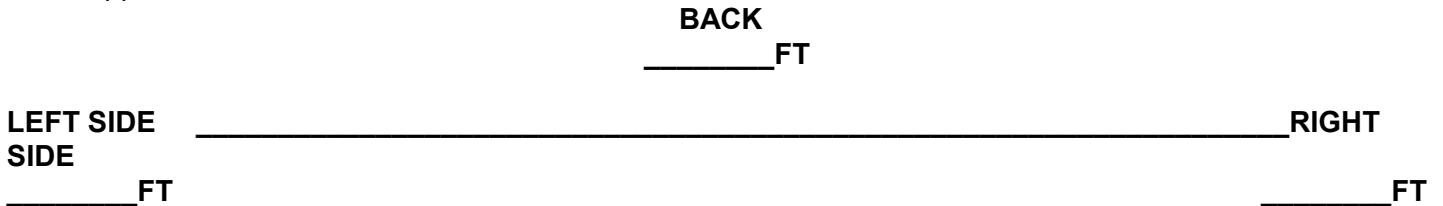
Describe your food booth decorations: \_\_\_\_\_

**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.




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**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.

PRINT NAME: \_\_\_\_\_

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. FOOD BOOTH CHECK, CLEANING DEPOSIT CHECK, and DECORATION FEE CHECK should be payable to DOÑA ANA ARTS COUNCIL, and include a self-addressed, stamped envelope. Applications must be **received** no later than **September 7, 2010** to avoid additional fees. Mandatory meeting is on **Tuesday, September 28<sup>th</sup>**. Details will be included with acceptance letter. Mail application to:

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