



# Recycle Santa Fe Art Festival

Nov 11-13, 2011, El Museo Cultural



Friday Night, 5 PM to 9 PM; Saturday 9 AM to 5 PM; Sunday 10 AM to 5 PM  
Set-up: Thurs., Nov 10 at noon or Fri., Nov 11 at 10 AM. Space must be ready by 4:30 PM on Friday.  
Space Fee: \$310, includes Application Fee and City of Santa Fe Special Event License

**Please take a moment to read this entire document—many of your questions can be answered in the information provided below. Thank you.**

## DEFINITION OF RECYCLED

All work displayed must be original, at least 75% recycled/re-used, produced by the exhibitor, and the artist must be present during the entire market. Our criteria for recycled is using elements that were originally manufactured and would be thrown away, if it were not for your creativity to reformat it in a manner different from its intended original use. A good criterion is that the materials you use are considered junk, or would have ended up in the landfill if you hadn't rescued them for art. For our purposes, materials from nature such as rocks, sticks, leaves, bones, dirt, water, etc. are not recycled.

## APPLICATION PROCEDURE

Please submit three to five photos representative of work you intend to market. Include a self-addressed envelope with sufficient postage for return of photos if you'd like them back.

## SPECIAL EVENT LICENSE / CRS REQUIREMENT

The City of Santa Fe requires a Special Event License (SEL) to vend items within the City. SEL applications are available online at <http://nm-santafe.civicplus.com/DocumentView.asp?DID=893> They can also be downloaded from our website at [www.recyclesantafe.org](http://www.recyclesantafe.org) (if you need one faxed to you, please call 505-603-0558). The SEL form MUST be filled out and returned WITH YOUR APPLICATION form and your space fee. If you have a SEL License from a previous show in the City of Santa Fe during 2011, you do not need another for our event; deduct \$10 from the application fee and please supply a photocopy of your existing SEL with your application. All vendors MUST have a New Mexico Business Tax Identification (CRS) number. No vendor will be permitted to set-up without a CRS number and no refund will be issued. If you need a CRS application, please call New Mexico Tax & Revenue at 505-827-0951.

## VENDOR RESPONSIBILITIES

Artist is responsible to supply all booth equipment; displays, additional lighting fixtures, tables, cloths, chairs, etc. Booths must be self-contained. We cannot use existing walls for display or support of exhibition. Electricity is available, but please bring extension cords, ground tape and multi-plug units to extend electricity from wall to your booth. Exhibit space will be locked during non-show hours but responsibility for any damage, theft or loss of work left overnight is that of the artist. The space will be open 1 hour before and 1/2 hour after the show. Please bring enough lights to adequately light your booth.

## RENTAL TABLES

Tables are available to rent for the weekend for \$5 each. Requests must be made on your Festival application and the appropriate amount added to your check.

## FESTIVAL POSTCARDS

We are pleased to offer 2011 Recycle Santa Fe Art Festival postcards to participating artists in batches of 25 for \$8 or 50 for \$12. Check the quantity box on your application and add the appropriate amount to your check.

## BOOTH SPACE

All booths will be given a 10' x 10' space. All spaces will be assigned by the Festival Committee and no changes will be made. Best efforts will be made to accommodate specific requests, but we can make no guarantee of placement. Double booth spaces are available for \$620.

## BOOTH SHARING FEE

\$50.00 additional per person. Submit photos for each artist. Each vendor must have their own Special Event License (SEL) and New Mexico Business Tax Identification (CRS#). Please send in application(s) and SEL form(s) for each sharing artist(s). Maximum three per booth (exceptions for art cooperatives). We can help find artists for you to share a booth with if needed.

## APPLICATION DEADLINE / CANCELLATIONS

The Art Market & Juried Exhibit will be held in the large exposition space of El Museo Cultural. The adult Fashion Show will use the existing stage on Friday night. Participating artists from previous years will have preference. Applications are accepted on an ongoing basis UNTIL FULL.—early submittal is encouraged to ensure your space. If you are not able to attend the Festival, the latest date to notify of cancellation and receive full refund is October 31, 2011. Any cancellation after date will mean forfeiture of your fee.

## NOTICE OF ACCEPTANCE

Notice of acceptance will be sent by the Recycle Santa Fe Art Festival. If an application check bounces, you are responsible for paying our bank fee and a cashier's check will be required to re-submit. Application checks will not be cashed until Artists are notified of their acceptance.

## GRATUITOUS GIVEAWAYS & PRIZES

As at past shows and during promotions, we plan to give away donated artwork via raffle, for prizes and as a way to thank our many volunteers. If you'd like to participate, please check the box on your application and bring the item that you would like to donate to the registration table.

## ELECTRONIC IMAGES—IMPORTANT!

Artists accepted into the Festival may send an image to be considered for this year's postcard and for use on press releases. Submitted images may be posted on the Recycle Santa Fe website. Images must be in JPEG format and a minimum of 300 dpi. This can be e-mailed or sent via CD-ROM upon acceptance. These images are essential for good pre-event press. Email to [skpierpont@yahoo.com](mailto:skpierpont@yahoo.com)

**Return this application, Special Event License application, photos/slides, return envelope and your check payable to Recycle Santa Fe Art Festival to: Sarah Pierpont, PO Box 4244, Santa Fe, NM 87502. Checks will be deposited when artists have been accepted into the Art Festival. When working with artists we noticed that deadlines were hard to enforce so the festival is "open until full" - please note that last year we were at capacity and Sarah has received many inquiries than for the 2011 Show. If you know you want to do the show, please submit your application asap to be sure to reserve a space.**

Please print clearly or type. **MAKE A COPY OF THIS APPLICATION FOR YOUR RECORDS.**

Vendor Name \_\_\_\_\_ NM CRS# \_\_\_\_\_

Business Name \_\_\_\_\_ 2010 Existing Special Event Lic. # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Day \_\_\_\_\_ Eve \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address \_\_\_\_\_ Website: \_\_\_\_\_

Product Description \_\_\_\_\_

Source of Materials: \_\_\_\_\_ Price Range: \_\_\_\_\_

Exhibitors agree to abide by all policies and procedures relating to the Santa Fe Recycled Art Festival. Neither the Festival nor Keep Santa Fe Beautiful are responsible for any damages or loss. Exhibitor understands that exhibit space will be locked during non-show hours but responsibility for any damage, theft or loss of work is that of the artist.

**I HAVE READ AND AGREE TO COMPLY WITH EXHIBIT RULES AND REGULATIONS. ANY NON-COMPLIANCE WITH THE RULES & REGULATIONS WILL RESULT IN EJECTION FROM THE SHOW.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Application Fee \$310 \$ \_\_\_\_\_

Shared Booth Fee \$50 \$ \_\_\_\_\_

Existing SEL deduct \$10 minus \$ \_\_\_\_\_

Tables \$5 each \$ \_\_\_\_\_

Postcards - 25 for \$8 \$ \_\_\_\_\_

Postcards- 50 for \$12 \$ \_\_\_\_\_

**TOTAL ENCLOSED** \$ \_\_\_\_\_

Name Tags For: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact**  
 Sarah Pierpont, 505-603-0558 or  
 skpierpont@yahoo.com for Market Questions

Yes, I will donate a piece to the "Giveaway"!\*

\_\_\_\_\_

\*Giveaways help us thank our invaluable volunteers!

### Recycle Santa Fe Check List

- Completed and signed application and application for the Santa Fe Special Event License (or photocopy if you have one from another event this year—Recycle Santa Fe will secure your actual SEL for you at City Hall)
- Photos Representing Exhibited Work
- Postage Paid Return envelope for return of photos
- Check payable to Recycle Santa Fe Art Festival
- Mail package to Sarah Pierpont, PO Box 4244, Santa Fe, NM 87502. Thank you!

**FOR FESTIVAL USE ONLY**

Date Rcvd: \_\_\_\_\_ Total Received: \_\_\_\_\_ Booth Space: \_\_\_\_\_

Check #: \_\_\_\_\_ Accepted \_\_\_\_\_

Name on Check: \_\_\_\_\_ Notified \_\_\_\_\_