



RECYCLE SANTA FE ART FESTIVAL



NOVEMBER 5-7, 2004

Friday Night, 5 PM to 9 PM; Saturday 10 AM to 6 PM; Sunday 11AM to 5 PM

Set-up: Friday, November 5th beginning at 9AM. Space must be ready for the public by 4:30 PM.

Space Fee: \$250.00 includes Application Fee and City of Santa Fe Special Event License.

APPLICATION PROCEDURE

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. Please submit three to five slides or photos representative of work you intend to market. Include a self-addressed envelope with sufficient postage for return of slides/photos. *Due to maximum use of the Center floor and high demand for booth space, all artists are required to submit slides/photos for the 2004 Festival.*

SPECIAL EVENT LICENSE / CRS REQUIREMENT

The City of Santa Fe and Sweeney Convention Center require a Special Event License; the enclosed application should be returned with your application form and your space fee. If you have a Special Event License (SEL) from a previous show in the City of Santa Fe during 2004, you do not need another for your event; deduct \$10 from the application fee and please supply SEL photocopy 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, call New Mexico Tax & Revenue at 505-827-0951 or the City of Santa Fe at 505-955-6551.

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 for booth lights will be available to all spaces. 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.

BOOTH SPACE

In order to accommodate growing demand for vendor space, the majority of booth space size has been changed to 8' deep by 10' wide. A limited number of 10'x10' spaces are available and will be filled on a first come, first served basis with artists from past festivals receiving preference. 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.

RENTAL TABLES

Tables are available to rent for the weekend through Convention Center Services. Both six foot and eight foot tables are available for five dollars each. Requests must be made on your Festival application and the appropriate amount added to your check.

BOOTH SHARING

\$40.00 additional per person. Submit slides/photos for each artist. Each vendor must have their own Special Event License (SEL) and New Mexico Business Tax Identification (CRS#). Please photocopy application and SEL for sharing artist(s). Maximum three per booth.

APPLICATION DEADLINE / CANCELLATIONS

Art Market space is limited to the main floor. Participating artists from previous years will have preference. Applications and check for space fee must be postmarked by **August 28, 2004**. If you are not able to attend the Festival, the latest date to notify of cancellation and receive full refund is October 15, 2004. Any cancellation after this date will mean forfeiture of your booth fee.

NOTICE OF ACCEPTANCE

Notice of acceptance into the Recycle Santa Fe Art Market will be made by September 17, 2004.

GRATUITOUS GIVEAWAYS

As at past shows and during promotions, we plan to give away donated artwork. Winners will pick a name from participating artists and visit your booth to collect their prize, of your choosing. If you'd like to participate in this promotion, please check the box on your application.

FESTIVAL POSTCARDS AVAILABLE!

We are pleased to offer 2004 Recycle Santa Fe Festival postcards to participating artists in batches of 25 for \$7 or 50 for \$12. Check the quantity box on your application and add the appropriate amount to your check. Artists accepted into the Festival may send an image to be considered for this year's postcard. Images must be Adobe Photoshop JPEGs, 3" square and a minimum of 200 dpi.