



# 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.

Return this application, Special Event License application, slides/photos, and your check payable to **Recycle Santa Fe Art Festival postmarked by August 28, 2003** to: Joe Buffalo Nickels at 4229 Sundance Street, Santa Fe, New Mexico 87507-8424. Checks will be cashed when artists have been juried into the Art Market.

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

Vendor Name	NM CRS #	
Business Name	2003 Special Event Lic.#	
Street Address		
City	State	Zip
Phone: Day	Eve	
E-mail Address		
Product Description		

Source of Materials:	Price Range
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Exhibitors agree to abide by all policies and procedures relating to the Santa Fe Recycled Art Festival. Neither the Festival nor 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
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**CHECKLIST: APPLICATION postmarked by August 28, 2004.**

- Completed and signed application and Santa Fe Special Event License application.
- Representational slides/photos of work to be exhibited for each artist.
- Check payable to **Recycle Santa Fe Art Festival**.

Mail to: Joe Buffalo Nickels, 4229 Sundance Street, Santa Fe, NM 87507-8424

- YES! I will donate a piece of my work for the "Gratuitous Giveaway".

<p><b>Rent Me Tables!</b> indicate quantity below ___ six foot @ \$5.00 ___ eight foot @ \$5.00</p>
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<p><b>Please send me Festival Postcards!</b> <input type="radio"/> 25 postcards @ \$7.00 <input type="radio"/> 50 postcards @ \$12.00</p>
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**C O N T A C T S**

For Market vendor information contact Joe Nickels at 505-474-4737 or [buffalonicels@earthlink.net](mailto:buffalonicels@earthlink.net)  
For the Juried Art Show, Craig Lamb at 505-995-0685 or [clambnm@earthlink.net](mailto:clambnm@earthlink.net)  
For the Recycled Fashion Show, Nancy Judd at 505-983-4470 or [njudd@cnsf.com](mailto:njudd@cnsf.com)

**[www.recyclesantafe.org](http://www.recyclesantafe.org)**

**FOR FESTIVAL USE ONLY**

Date received:	Total received:
Check No:	Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name on check:	Notified:

# City of Santa Fe

## SPECIAL EVENT LICENSE APPLICATION

(505) 955-6551 FAX (505) 955-6401

ALL INFORMATION ON THIS FORM TO BE COMPLETED BY APPLICANT

Applicant's Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip

Social Security #: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Artist/Artisan  Food  Merchandise

Event Name Recycle Santa Fe Art Festival Dates November 5-7, 2004

CRS GROSS RECEIPTS TAX NUMBER IS REQUIRED TO CONDUCT BUSINESS IN THE CITY OF SANTA FE.

IF YOU DO NOT HAVE A CRS GROSS RECEIPT TAX I.D. NUMBER, CONTACT TAXATION AND REVENUE AT (505) 827-0951 OR THE CITY OF SANTA FE AT (505) 955-6551.

Prior City License  Yes  No, If Yes, enter License Number \_\_\_\_\_

\*CRS I.D.# \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\* The gross receipts tax is a tax imposed by the state of New Mexico on persons engaged in business in New Mexico for the privilege of doing business in New Mexico.

### FOR OFFICE USE ONLY

Control # \_\_\_\_\_ Amount \_\_\_\_\_

Receipt # \_\_\_\_\_ Date \_\_\_\_\_

License # \_\_\_\_\_