



# Recycle Santa Fe Art Festival

**November 15—November 17, 2019**

**Santa Fe Community Convention Center**

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

Set-up: Fri., Nov 15 at 8 AM. Space must be ready by 4:30 PM on Friday.

Space Fee: \$375, **includes Application Fee and City of Santa Fe Special Event License**

Dear Artists,

Thank you for your interest in participating in the 2019 Recycle Santa Fe Art Festival!!! This marks our 21st year and we're excited to celebrate recycling and art with you!! Applications are due September 20, 2019.

We raised the booth fee from \$350 to \$375 this year. We've had the same fee for 14 years and venue, security and advertising expenses have continued to rise. We do our best to keep the fee as low as possible, but still cover our costs. This includes working to get in-kind donations, writing grants and more.

The following three pages are the application for the Art Market. Please take the time to thoroughly read the entire application....it has a lot of the important details in it that you'll want to know!!

Aside from the Art Market, there are three other ways that artists can participate in the festival.

- 1) Juried Art Exhibit—this is the gallery, style exhibit during the festival. Applications are \$25 to submit up to three pieces to be considered for the show. You can be a part of the art market and be in the juried art exhibit or you can just be in the juried art exhibit or just be in the art market! More info about this is at <https://www.recyclesantafe.org/art-exhibition/>
- 2) Trash Fashion & Costume Contest—Consider making an outfit for Friday night's fantastic Trash Fashion Show! It's also a great way to showcase any pieces of WEARABLE recycled art that you may be selling in your art market booth. Details about this are at <https://www.recyclesantafe.org/fashion-show/>
- 3) Student Juried Art Exhibit—For recycled-material artists ages 0-18, a great way to introduce your kids and their friends into the world of recycled art making. More info can be found at <https://www.recyclesantafe.org/student-art-page/>

We look forward to getting your applications and seeing all of your creative recycled art! Thank you!

Sincerely,

Sarah Pierpont



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*It's wordy, but 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 or recycled/reused, 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 or recycling center 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. Questions about this definition? Please call Sarah at 505-603-0558

## 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. We will get this for you, but you have to complete the attached form! **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 2019, you do not need another for our event; 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. We cannot get you an SEL without this CRS number.

## VENDOR RESPONSIBILITIES

Artist is responsible to supply all booth equipment; displays, additional lighting, special tables, cloths, chairs, etc. Booths must be self-contained. We cannot use existing walls for display or support of exhibition. We do have 8' and 6' banquet tables (30" wide) available. If you'd like tables, please note so on the other side of this application. Electricity is available, but please bring extension cords, ground tape and multi-plug units to extend electricity from outlet to your booth. Exhibit area is carpeted. Exhibit space will be locked during non-show hours and we have security on hand during show hours and load in/out, 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. Security on site. Please bring enough lights to adequately light your booth.

## TABLES

6' & 8' banquet style tables are available and included in the exhibitor booth fee however you must note on this application how many tables you would like at your booth space (3 max).

## FESTIVAL POSTCARDS

2019 Recycle Santa Fe Art Festival postcards are available to participating artists in batches of 25 for \$8 or 50 for \$12.

## 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 \$700. One and a half booth spaces may be requested for \$525 and we will try our best to accommodate that request.

## BOOTH SHARING FEE

\$50.00 additional per person. Submit photos for each artist. Each vendor must have their own Special Event License (SEL) and NM Business Tax Identification (CRS#). Please send in application(s) and SEL form(s) for each sharing artist. Maximum three per booth (exceptions for art cooperatives). We can assist in finding a booth-mate if needed.

## APPLICATION DEADLINE / CANCELLATIONS

The Art Market & Juried Exhibit will be held in the ballroom at the Santa Fe Community Convention Center (**201 W. Marcy Street**). The Trash Fashion Show will take place in the northern side of the ballroom area on Friday night. Participating artists from previous years will have preference, however past participation does not ensure entry into the show. **Applications must be received by Friday, September 20th.** The latest date to notify of cancellation and receive full refund is October 25, 2019. Any cancellation after that date will mean forfeiture of your fee, unless the space can be sold to another artist.

## NOTICE OF ACCEPTANCE

All entries are judged for quality and to ensure that art meets the definition of recycled outlined above. A notice of acceptance will be sent as soon as possible following the September 20th application deadline. 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, we plan to give away donated artwork via 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 during the show.

## 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 at least 300 dpi. These images are essential for good pre-event press. Email to [sarah@recyclesantafe.org](mailto:sarah@recyclesantafe.org)

Return this application, Special Event License application, photos, return envelope and your check **payable to Recycle Santa Fe Art Festival** to: Sarah Pierpont, PO Box 4244, Santa Fe, NM 87502. Checks will not be deposited until artists have been notified that they've been accepted into the Art Festival. If you'd like to email photos, you can email them to sarah@recyclesantafe.org. **Complete applications must be received by Friday, September 20, 2019.**

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

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

Business Name \_\_\_\_\_ Existing 2019 Special Event Lic. # \_\_\_\_\_ (if applicable)

Address \_\_\_\_\_

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

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

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

Product Description (attach additional page if needed) \_\_\_\_\_

Source of Materials: \_\_\_\_\_

Price Range: \_\_\_\_\_ Artist's Signature: \_\_\_\_\_

Exhibitors agree to abide by all policies and procedures relating to the Santa Fe Recycled Art Festival. Neither the Festival nor Santa Fe Community Convention Center 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.

Application Fee (Fri, Sat, Sun) \$375 \$ \_\_\_\_\_

\*Please check here if you are interested in applying for a Sat & Sun only booth (\$275) \_\_\_\_\_

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

If you have an existing 2019 Special Event License (SEL) from the City of Santa Fe, then **deduct \$10** and Provide a photocopy of the 2019 SEL \$ - \_\_\_\_\_

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

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

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

Tables (max of 3—free please note Quantity) \_\_\_\_\_

Which size 6' or 8'? \_\_\_\_\_

NameTag (Names): \_\_\_\_\_

\*There are a total of 85 booth spaces in the Sweeney ballroom. On Friday night the stage & chairs take up 1/4 of the ballroom space for the Trash Fashion & Costume Contest. On Friday night there are 65 art market booths set up & the Trash Fashion Show stage. Early on Sat. am 20 more art market booths load in to vend all day Sat. & Sun. Friday night is a busy night with the Trash Fashion Show & its crowd, however Saturday is usually the busiest day. If you are interested in setting up on Sat. morning, please check the line on the application. The booth fee for Sat/Sun only is \$275. This may be a good option for new artists, etc. **Please note: when accepted into the market you will be notified if you are accepted into the full market or the Sat/Sun only portion.** We will do our best to accommodate artists' wishes.

Yes, I will donate a piece of art to the "Giveaway"! \_\_\_\_\_

Giveaways help us thank our invaluable volunteers!

### Recycle Santa Fe Check List

- ✓ Completed and signed application (this page)
- ✓ Completed and signed 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 and the fee for this is included in your booth fee).
- ✓ Photos Representing Exhibited Work. Returning artists should show any new work they plan on exhibiting/vending. Print outs are best, but if you need to email photos you can email them to sarah@recyclesantafe.org
- ✓ Postage Paid Return envelope for return of any print photos if so desired
- ✓ Check payable to Recycle Santa Fe Art Festival
- ✓ Mail package to Sarah Pierpont, PO Box 4244, Santa Fe, NM 87502. Thank you!

# 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 15-17, 2019

**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 # \_\_\_\_\_

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