

2024 El Rito Mercado Application

MERCADO DETAILS:

Saturday, May 18th and Sunday, May 19th, 10:00 am - 5:00 pm
El Pueblito, Northern New Mexico College, El Rito Campus

PARTICIPATION AND GUIDELINES:

El Rito Community members and all Rio Arriba County residents are welcome to apply.

The Mercado will only be accepting applicants with handmade arts & crafts products. Space is limited. Only one space per vendor will be allotted. All Mercado sellers will have an assigned location to display their wares. Preference will be given to local vendors, and products need to be made by the vendor. We will do our best to accommodate special requests.

FEES AND DEADLINES:

\$20 for El Rito Community Members

\$50 for Rio Arriba County Residents

Free for Students of Mesa Vista School district and NNMC Students and Alumni

Mercado applications will be made available on March 15th and must be submitted to the ERAA by **May 1st** to secure a spot.

HOW TO APPLY:

You may apply and pay online at www.elritoartassociation.org/2024-mercado-application or make checks payable to **El Rito Art Association** and mail your application form and check to the address below by **May 1st**. Applications for the Studio Tour and the Mercado are also available at the El Rito Post Office and the El Rito Library.

ERAA

P.O. Box 143

El Rito, NM 87530

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MERCADO SET-UP:

Saturday, May 18th, 8:00 am - 9:45 am.

All setup must be finalized by 9:45 am (the event opens at 10:00 am).

Sunday, May 19th, 9:00 am - 10:00 am.

Buildings will be re-opened at 9:00 am on Sunday.

MERCADO TAKE-DOWN:

Sunday, May 19th, 5:00 pm - 6:00 pm.

Vendors may not disassemble/pack up before this time.

Vendors are expected to participate in both days of the festival.

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DEADLINE: MAY 1, 2024

Full Name _____

Business Name _____

Mailing Address _____

Email _____

Phone _____

Briefly describe your work and involvement in the El Rito community

Booth Requirements

(Please check all that apply)

Spaces are approximately 6'x10' in size. Spaces will be assigned in the order applications are received. Efforts will be made to fulfill vendor requests, but not all requests can be met.

- Table
- Electrical Outlet
- Chair
- Other (we will do our best to accommodate)

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Payment

Make checks payable to the **El Rito Art Association**.

Mail your application form and check by **April 1, 2024** to:

ERAA,
P.O. Box 143,
El Rito, NM 87530

General Facility Use Agreement Policy

In completing the vendor application and by signing this contract between you and the El Rito Art Association you agree to adhere to the following policies and requirements: Please read carefully prior to signing this agreement.

1. Complete the Vendor Application and submit with your booth fee payment by listed deadline either online or to the address provided. All vendors are expected to be present for both days of the Mercado and throughout the hours that the sale is open to the public.
2. Decorations and/or signage must meet with the requirements of the El Rito Fire Department, Northern New Mexico College and the El Rito Art Association (ERAA).
3. The ERAA will undertake to conduct the "Mercado" in an orderly and professional manner, in full compliance with the applicable laws, regulations and College Rules. We assume a level of responsibility for you as our guests and require that you act accordingly during the Mercado.
4. You agree to hereby indemnify and holds harmless the College and ERAA against any and all claims, liabilities or costs, including attorney fees, whether the reason be that of personal injury, death, property damage, or other cause arising out of, or in connection with, the function of this event (Mercado), which is caused, connected to, or contributed to by your negligence.
5. The College and ERAA will not assume any responsibility for damage or loss of any merchandise or articles left at the facility or on College grounds during, or following the Mercado. The building will be locked at night and campus security patrols the grounds. It is suggested that any booth are taken down over night.

BASIC PROVISIONS

A) INTERIOR SPACES: Controlled heat and/or air conditioning, electrical power, restroom facilities and water will be available. Two chairs can be provided per interior space. If you require electricity, we will attempt to locate you near an outlet, but you must bring your own power cords (NOTE: Exterior spaces will not typically have access to electricity).

B) NON-TRANSFERABILITY: Space rentals made to a particular Vendor are made exclusively for that Vendor's use. Space Rental may not be given, traded, sold or otherwise assigned from one Vendor to another.

C) ASSIGNMENT OF BOOTH SPACES: Although we will make every effort to comply with your request, ERAA, in cooperation with the College, has sole authority to assign the location of your booth space.

D) PREVENTING DAMAGE: Vendors will take all reasonable steps to protect the College building and facilities from damage, including, but not limited to floors, walls, windows, entrance ways, doors, and stairs. No destructive means

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(nails, tacks, tape on painted surfaces, etc.) will be used to attach or display signs, or other items, to any walls or other portions of a College building.

COMPLIANCE WITH LAWS AND LICENSING

A) No activities in violation of the College or ERAA policies, federal, state, or local laws, ordinances, rules or regulations, or, which in the opinion of the Board of Health or Code Enforcement Officers violates a health or safety standard will be permitted.

The El Rito Art Association and/or Northern New Mexico College may require evidence that any and all required license are in effect.

B) **ILLEGAL SUBSTANCES:** Local, state and federal laws prohibit the unlawful possession and/or distribution of controlled substances. Individuals (artist(s), vendors, and/or those in attendance) found in violation of these laws, ERAA requirements, or the College's policies are subject to immediate removal from the premises by ERAA Staff, Campus Security, or Law Enforcement personnel and may be subject to arrest.

SAFETY

A) All materials used by the vendor must conform to all existing fire and safety codes, including but not limited to the provisions of the fire prevention code that prohibits open flame (i.e. candles), smoking, and/or highly flammable decorations.

B) Vendors must adhere to all of the College's safety policies and generally accepted standards for safety.

C) Vendors shall not obstruct any fire exits or the exit ways, the entrance to the premises, halls, stairs, vestibules, and audience chambers, nor allow the same to be obstructed in any manner. Any material, substances, equipment, or object which is likely to endanger the life of or cause bodily injury to any person or which is likely to constitute a hazard to the property will not be brought onto the Northern New Mexico College's El Rito Campus.

NONDISCRIMINATION

Vendors agree that they shall not discriminate against or segregate patrons because of race, color, age, gender identity, disability, religion, or national origin.

ACCEPTANCE (REQUIRED)

- By checking this box, you hereby indicate that you have read the above policies, that you fully understand them, and that you agree to abide by them. You hereby agree that it is your responsibility to adhere to the above-stated policies and rules.