El Rito Studio Tour 2019
Artists Mercado

Arts and Crafts Vendor Application
Saturday & Sunday October 5th & 6th, 2019
10AM-5PM

APPLICATION DEADLINE: Due by August 15th, 2019.
Late applications may be accepted (dependent on space) but will not be listed in the studio tour brochure addendum.
Location: Northern New Mexico College, El Rito Campus, El Rito, NM

SET UP: Saturday October 5th 8AM-9:45AM. All set up must be finalized by 9:45AM
(Event opens at 10AM). Building will be opened at 9AM on Sunday.

Take Down: Sunday, October 5th, 5PM. **Vendors may not disassemble/pack up prior to this time!**
Vendors are expected to attend both days of the festival.

Vendor Guidelines

The El Rito Studio tour Artist Mercado will be excepting applicants with **hand made arts & crafts products. Vendors must reside within the newly designated limit of Rio Arriba County.** Space is limited. Only one space per vendor will be allotted. Vendors will be designated indoor space on a first come first serve basis. Outdoor space will be available when indoor space is occupied to full capacity.

3-5 digital images of print quality are requested for the use in the 2019 El Rito Studio Tour Brochure Addendum. It is your responsibility to submit these images by the above listed deadline in order to be represented. Images may be emailed directly to amandajspeer@gmail.com or uploaded at our website: elritoartassociation.com

Please complete all sections (both pages) of form/contract prior to submitting.

Responsible Party's Name: _____ **Business Name:** _____

Street Address/P.O. Box _____ **City:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

Booth Fees (Please check one):
☐ Adult ($35.00) ☐ Student ($15.00) ☐ NNMC Students (no fee)

If payment is mailed, please make your check or money order payable to "El Rito Art Association."

Booth Requirements (please check all that apply): ☐ Table ☐ Electrical Outlet ☐ Chair
Other (please specify, we will try our best to accommodate): _____

_____

PLEASE NOTE: 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.

Fill out form and pay online at: www.elritoartassociation.com
or return the signed contract (reverse side), completed application,
and check or money order for your participation fee to:

El Rito Art Association
Attn: Amanda Speer
P.O. Box 143
El Rito, NM 87530

www.elritostudiotour.org

The "El Rito Studio Tour and Art Festival" is sponsored by the El Rito Art Association, a 501(c)3 nonprofit corporation based in El Rito, New Mexico, and is in part funded by the Rio Arriba County Lodger's Fund.

MERCADO - GENERAL INFORMATION

This is the 33rd year of the "El Rito Studio Tour and Art Festival" with the "Mercado" as a traditional part of this festival. It is estimated that between 1200 and 2000 people will visit the Village of El Rito during the festival to see and learn about art, as well as to purchase art and other items. As such, our Mercado provides artisans and craters with a unique opportunity to display, promote and sell your work and merchandise to those visiting El Rito for this event.

GENERAL FACILITY USE AGREEMENT POLICIES

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

SIGNATURE (REQUIRED)

In signing this agreement, 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.

SIGNATURE_____ **DATE** _____/_____/_____