

ALBUQUERQUE RENAISSANCE FAIRE

APRIL 27, 2013

VENDOR APPLICATION RULES AND GUIDELINES

The City of Albuquerque and the Society for Creative Anachronism will be presenting the Albuquerque Renaissance Faire at the Anderson - Abruzzo Albuquerque International Balloon Museum on Saturday, April 27, 2013. As part of this event, there will be vendor opportunities available.

The application process is open to those vendors who meet the criteria and follow the guidelines in place. Space is limited. All items must adhere to quality parameters, as determined by the City Special Events Staff, and be well-matched with the event environment. The City Special Events Staff has the authorization to make the final determination on the selection of vendors.

Only those vendors that have successfully completed the application will be allowed to sell and display at the event. Space locations will be determined by the City of Albuquerque. **The fee to participate in the event is \$35.00 per space.**

Each vendor, upon selection, will be responsible for their own set up and tear down. There will be a variety of vendor locations/opportunities. Based on the type of vendor and the location of the booth, the City of Albuquerque will provide a 10'x10' canopy, an 8-foot table, and/or two chairs for each vendor.

**Applications must be received at City of Albuquerque Cultural Services, Special Events
by March 1, 2013 to be considered.**

Rules and Guidelines:

1. Sales are only permitted between the hours of 9:00 a.m. and 5:00 p.m. You may not tear down before 5:00 p.m.
2. Set up must be complete no later than 8:30 a.m. Tear down must be completed no later than 7:00 p.m.
3. Sale of prepared, ready-to-eat foods and/or beverages are not allowed unless approved by Special Events Staff.
4. All items sold must be suitable for family events. No obscene or offensive slogans, pictures, artifacts, or drug paraphernalia allowed.
5. Amplified sound is not allowed at your booth.
6. Absolutely no weapons, drugs or alcohol on premises.
7. All questions, concerns, and event logistics shall be directed to the Special Events Staff.
8. All vendors must abide by all rules and guidelines, including fair trade practices, health and safety. All sales, transactions, and orders are between the vendor and the buyer, and are to be honored.
9. The City of Albuquerque is not responsible for any injuries, accidents, lost or stolen items, water damage, or any hardships due to weather conditions.
10. A valid City of Albuquerque Business Registration MUST be displayed.
11. All items exhibited and sold must be of similar type and quality to those represented in your application.
12. The event is a rain or shine event. Refunds will not be issued without written notice 10 days prior to the scheduled event.
13. Vendors are responsible for maintaining a clean area throughout the event and are responsible for cleaning their area prior to leaving.

To obtain a City of Albuquerque Business Registration, please call (505) 768-3463.

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Thank you for your interest in the Albuquerque Renaissance Faire!

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Event Phone: _____ Email: _____

Website: _____

Please provide a description of your products and display: _____

By signing below I agree to follow the Rules and Guidelines and I accept full responsibility for any loss, injury or damage to persons or property while operating at the event.

You will be notified by email in early March if your application has been approved. Upon acceptance, more information and payment will be required.

Sales for any event contracted with the Special Events Section of the Cultural Services Department are not guaranteed. Submitting this form does not guarantee a booth space for the events described in this document.

Signature: _____ Date: _____

Printed Name: _____

Return form by March 1st to:

Mail to: CSD/Special Events – Renaissance Faire

PO Box 1293

Albuquerque, NM 87103-1293

Email information to: bortiz@cabq.gov

Fax information to: (505) 768-2846

Questions: (505) 768-3556