

# MERCADO



## 2018 Vendor Application

**Mercado Dates and Time:** September 29<sup>th</sup> and 30<sup>th</sup> from 10:00 a.m. until 5:00 p.m. Set-up begins at 8:00 a.m. on Saturday. The building will be opened by 9:00 a.m. on Sunday. Vendors will be required to keep their booths open until 5:00 p.m. Sunday.  
**Location:** Northern New Mexico College, El Rito Campus, El Rito, NM

### Only one space is available per vendor - Space is limited

**Please complete all sections of form/contract (both sides) prior to submitting.**  
**If a section is not applicable, then put "N/A" for that entry.**

Responsible Party's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Booth Fees (please check one):

Adults (\$35.00)

Students (\$15.00)

NNMC Students (no charge)

**Make your check or money order payable to "El Rito Art Association."**

Vendor Classification (please check one):  Fine Arts  Crafts  Photography  
 Jewelry  Food  Other (please specify) \_\_\_\_\_

Booth Requirements (please check all that apply):  Table  Electrical Outlet  
 Chair(s)  Outdoor Space  Other (specify) \_\_\_\_\_

**PLEASE NOTE:** Spaces are ~8'X10' in size. Spaces will be assigned in the order that applications are received. Efforts will be made to fulfill vendor requests, but not all requests can be met.

**Return the signed contract (reverse side), completed application, and check or money order for your participation fee to:**

El Rito Art Association  
Attn: Mark Tull  
P.O. Box 143  
El Rito, NM 87530

[www.elritostudiotour.org](http://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.

# El Rito Art Association's 2018



## MERCADO - GENERAL INFORMATION

This is the 32<sup>nd</sup> 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, crafters, and other vendors 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 (reverse side) as fully as possible and submit, with your booth fee payment (if applicable) to the address provided on the bottom of the application page. All vendors are expected to be present for both days of the Mercado and throughout the hours that the Mercado 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 (the College), and the El Rito Art Association (ERAA).
3. The ERAA will undertake to conduct the "Mercado" in an orderly manner, in full compliance with 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 overnight.

## 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 buildings and facilities from damage, including, but not limited to floors, walls, windows, entranceways, doors, and stairs. No destructive means (nails, tacks, tape on painted surfaces, etc.) will be used to attach or displays, signs, or other items, to any walls or other portions of a College building.

## II. 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.

## VII. 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.

## XI. 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 \_\_\_\_/\_\_\_\_/\_\_\_\_