

Regulations for Food Vendors

1. Craft Fairs are juried entries. LAAC reserves the right to reject any vendor based upon the jury's recommendation and its own discretion. **Only food items that have been juried at the time of application may be sold.** Juries are anonymous.

2. In order to protect the safety and well being of staff, volunteers, vendors, and patrons, LAAC reserves the right to deny applicants for inappropriate conduct, including: threatening, intimidating or hostile behavior, violet or abusive language, or actions which create an unwelcome atmosphere. Any incidents should be reported immediately. LAAC reserves the right to deny applicants who do not align with the mission of the organization.

3. First time applicants, and vendors returning after a hiatus must submit 3-5 images of the booth setup. They may be submitted as photos, on a CD and mailed with the application, or emailed to: laarts@rt66.com. Please send clear photographs of your booth. Only send jpegs at a higher resolution (300dpi). Vendors name must appear on all material.

4. Residents of New Mexico will be considered first, but the fair is open to those residing outside of New Mexico.

5. Registration is by mail or online. Early return of application or previous show participation does NOT guarantee a spot. No telephone or email registration is allowed. Vacancies or cancellations are filled from a waiting list. Applications must be received at least two weeks prior to the fair.

6. Booth locations are assigned and are not negotiable. Food Vendors requiring cooking space must provide their own means of cooking food. Vendors must adhere to Los Alamos County Guidelines. All Food Vendors cooking food will be located outdoors, for both the May and November Fairs.

7. Vendors must furnish all equipment for booth(s), including displays, tables, chairs, and canopy (Spring only). Special requests are considered on a case by case basis. Vendors must also adhere to the Los Alamos County Guidelines of Tent/Canopy Setup. If vendors do not have a current copy of this code, please contact LAAC for information: laarts@rt66.com.

8. Food Vendors are required by law to have a New Mexico food Purveyors Permit Number on the application and exhibited in the booth. No food or drink may be sold without this permit or without the permission of the Fair Committee. No food or drink may be sold from any vendors booth other than those specifically approved by the jury as food/drink booths.

Medicinal products are not allowed.

9. "No Shows" will be removed from the mailing list. This will jeopardize participation in future Los Alamos Arts Council Events

10. Vendors must receive permission from the Director of LAAC to leave early. Early departure from the fair will result in the removal from the mailing list. This will jeopardize participation in future Los Alamos Arts Council Events.

11. Checks for both the May and November fairs will be cashed when the vendor is juried into the fair. Checks that do not clear must be replaced immediately, including returned check fees, by money order or cashier's check. A refund will be made for cancellations up to two weeks prior to a fair. All cancellations are subject to a **\$25.00 fee**. No refund will be given two weeks or less prior to the fair.

12. A notice of your fair status will be emailed to you as soon as possible after receipt of your application. Reminders will be sent out a few weeks before the fair via email. If you have paid via PayPal, and were not accepted to the fair, your payment will be returned to you at this time.

13. LAAC members will receive discounts on vendor fees but will not receive preferential treatment by the jury. If you would like to become a member, enclose a separate check for \$30 for business/organization with your application. You may also go online: <https://losalamosartscouncil.org/members-page/>

Please Note:

Los Alamos is in a high mountain desert. There can be intense sun, rain, wind, and even snow during the fairs. **Come prepared for all!** LAAC does its best to provide internet access for indoor fairs. We do not have the ability to provide access for outdoor fairs. If you have any questions, please call us at 505-663-0477 or email us at laarts@rt66.com.

Website: www.losalamosartscouncil.org

This application can also be downloaded from the website.

Instructions:

If applying by mail: return completed application, with any requirements, entry fee (separate checks for each fair) to:

Craft Fair Committee
Los Alamos Arts Council
PO Box 284
Los Alamos, NM 87544

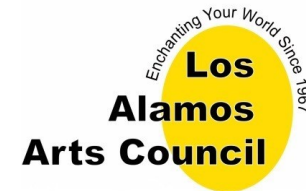
If applying online: complete online application, pay via PayPal or mail check to above address, and email photos to: laarts@rt66.com.

If you submit your photos as printed submissions or on CD, please notify the LAAC Staff if you need to have them returned to you.

Los Alamos Arts Council Mission Statement:

The mission of the Los Alamos Arts Council is to promote lifelong engagement in the arts through education and Community Partnerships. The LAAC will serve as a catalyst for economic, social, and cultural growth, and its activities will bring together the diverse segments of the community.

2020 FOOD VENDOR APPLICATION



Check the box(es) for the events to which you are applying:

- May Fair** Saturday, May 2nd, 2020
- Kite Festival** Saturday, May 16th, 2020
- Kite Festival** Sunday, May 17th, 2020
- Evening of Arts and Culture** Friday, October 9th, 2020
- Pumpkin Glow** TBD, 2020
- Holiday Fair** Saturday, November 21st, 2020

Organization Information

Business/Organization Name: _____

Contact Person Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone (1): _____ (2): _____

Car License Plate #: _____ Model/Color: _____

Please describe food items: _____

Please describe any non-food items: _____

Power Needed: No Yes— Generator provided by Vendor

Notes for Fair Committee and/or space requests (optional): _____

Date you last participated in one of our Events? (If applicable) Month: _____ Year: _____

	Fee	Fee if Late	Qty. (From above dates)	Total
Food Vendor (Check)	\$75	\$80		
Food Vendor (PayPal)	\$80	\$85		
LAAC Member Discount	-\$10	-\$10		

(Vendors may become a member via our website or by enclosing a separate check)

Please make check(s) payable to Los Alamos Arts Council. A **separate check** should be written for each fair to which you apply. Checks will be cashed when artists have been juried into the fair. **Please note: no refunds in the event of poor weather. Please sign here to confirm that you agree to abide by all Fair Regulations:**

Vendor's Signature: _____ Date: _____

2020

Food Vendor Application

May Arts & Crafts Fair 2020 (Outdoor)

Fuller Lodge Lawn Booth size 10'x10'
Saturday, May 2nd, 2020
9 am– 4 pm

Kite Festival 2020 (Outdoor)

Spiro Fields, Overlook Park, White Rock
Sat. & Sun, May 16 & 17 Booth size 10'x10'
11 am—3 pm

Evening of Arts And Culture (Varies)

Varied Locations Booth size 10'x10'
Friday, October 9th, 2020
5 pm– 9 pm

Pumpkin Glow (Outdoor)

Fuller Lodged Lawn
TBD, 2020
6 pm-9 pm

Holiday Arts & Crafts Fair 2020 (Indoor)

Los Alamos Middle School Booth Size 8' x 6'
Saturday, Nov. 21st, 2020
9 am – 3:30 pm

Booth Fees: Single

More than a month before fair:
Paid by Check \$75
Paid with PayPal \$80
A month or less before fair:
Paid by Check \$80
Paid with PayPal \$85