



**November 4 & 5, 2017
FOOD BOOTH APPLICATION**

FOOD ESTABLISHMENT OR GROUP

Business or Group Name:	Product Description:
Contact Name:	Best Telephone Number:
Address:	Email Address:
City/State:	Zip Code:

NONPROFIT PARTNER

Business Name:	Mission or Purpose:
Contact Name:	Best Telephone Number:
Address:	Email Address:
City/State:	Zip Code:

NOTE: One representative for each application is required to attend the mandatory food vendor meeting on **September 28, at 6 PM, location to be advised. Failure to attend this meeting will result in your exclusion from the Faire without refund of fees paid.**

Person Attending the Mandatory Food Meeting: _____ Phone No.: _____

Email address: _____

Menu: Please list all items you intend to serve: Use a second sheet if necessary.

NOTE: No cold beverage sales will be allowed. DAAC is the exclusive cold beverage vendor, NO EXCEPTIONS

Menu Item	Price

Alternate Food Item: (An alternate will only be served if you are notified at the mandatory meeting that the item has been accepted.)

Menu Item	Price

FEES:

- _____ \$35.00 Application fee
- _____ \$325.00 12 x 12 space without electricity
- _____ \$400.00 for oversize space without electricity (Oversize is no larger than 216 Sq. Ft Total)
- _____ \$475.00 for oversize space in excess of 216 SF total without electricity.
- _____ \$375.00 12 x 12 space with electricity
- _____ \$450.00 Oversize space with electricity (Oversize is no larger than 216 Sq. Ft Total)
- _____ \$675.00 Oversize space in excess of 216 Sq. Ft. total with electricity
- _____ \$50.00 Decoration deposit is required and you must pay in the form of a check, separate from the booth payment
- _____ \$50.00 Cleaning deposit paid by separate check (Checks will be returned Sunday evening or shredded vendor is not available and if booth was decorated appropriately and space is left clean) Confirmation of donation to non-profit partner must be made at this time.
- _____ \$125.00 for General Liability Insurance or proof of insurance naming DAAC and the City of Las Cruces as an additional insured parties. Attach proof of insurance to this application if applicable.

IMPORTANT DATES:

- July 1** **Deadline for application and fees**
- July 15** **Notification to ALL food vendor applicants of acceptance/rejection**
- Aug 1** **Accept Invitation deadline**
- Sep.28** **Mandatory Food vendor meeting 6:00 pm**
- Nov. 3** **Set up food booth at Young Park - 7 am to 12 noon**
- Nov. 4** **Faire hours: 10 am to 5 pm**
- Nov. 5** **Faire hours: 10 am to 4 pm**
- Nov. 5** **Take down of booths after 4 pm**

Electrical Needs for Equipment

Please list all electrical equipment and wattage to be used. BE ACCURATE! Participants will be responsible for providing a heavy-duty three-prong extension cord using appropriate wire. Failure to list all equipment will result in your inability to use that equipment.

Type of Equipment	How Many	Total Wattage

Do you Require 220? _____ Yes _____ No

Décor: You are required to decorate your booth with a Renaissance theme. Describe the plans for your Booth and include a photo:

Admission/Volunteers: A maximum of 10 volunteers per day will be permitted at no charge. Volunteers should enter through Volunteer Entrance and sign in under Food Vendor name.

_____ Total number of volunteers who will work in the booth each day.

Space/Area Dimension

Sketch your food booth structure with dimensions. Be sure to locate **the trailer hitch and length of the hitch.** Then sketch ALL items that will be outside your food booth structure. Show the overall dimensions of the entire food booth area. Accurate information is extremely important for placing food booths.

Left Side _____ Ft

Back _____ Ft

Right Side _____ Ft

Serving Side _____ Ft

Special Requests: _____
Special requests will be considered and honored to the best of DAAC's ability provided all fees have been paid in full by the deadline.

By signature below I acknowledge that I have read and will abide by the terms and requirements as stated in the Food Booth Information Sheet and this Application. I will be responsible for informing all food booth volunteers of the rules and regulations for our booth. The organization further agrees to hold harmless the DAAC and any of its employees, directors, volunteers from any damage to or loss of the organizations property or personal injury he/she or volunteers may sustain during the event. The DAAC reserves the right to cancel the Faire due to any and all unforeseen circumstances beyond management's control, in which case the DAAC will not be liable for refunds or other liabilities. I agree to allow DAAC to use photographs/videos of the organization's booth taken by DAAC representatives for publicity purposes. You further agree to abide by all City and State licensing and other applicable regulations.

Signature: _____ Date: _____

PLEASE COMPLETE THE APPLICATION AND MAIL WITH YOUR PAYMENT FOR YOUR BOOTH FEE, CLEANING AND DECORATION DEPOSIT PAYABLE TO DAAC AND A SELF-ADDRESSED STAMPED ENVELOPE NOT LATER THAN JULY 1, 2017 TO BE CONSIDERED FOR THE FAIRE. There will be a \$25 fee charged for returned checks. Space will be assigned on a first-come basis. Upon approval of DAAC, receipt of this application and check will reserve a booth space for your organization. NO REFUNDS WILL BE GIVEN FOR CANCELLATIONS. DAAC reserves the right to accept or reject any application.

Application Checklist:

- ____ Completed and signed application
- ____ Application Check \$35
- ____ Cleaning deposit check \$50
- ____ Decoration deposit \$50
- ____ Booth fee check (according to booth fee schedule)
- ____ Insurance check, if applicable

All checks payable to: **DAAC**

Mail to: Doña Ana Arts Council
Attention: RenFaire Food Booth
PO Box 1721 - Las Cruces, NM 88004

Or

Hand-deliver to the DAAC Offices
Rio Grande Theatre
211 N. Main (2nd Floor)
Las Cruces, NM 88001