

Taos Solar Music Festival 2010 Vendor Application

Saturday, June 26 - Sunday June 27th

P.O. BOX 2110, TAOS, N.M. 87571

575-758-9191

www.solarmusicfest.com

vendors@solarmusicfest.com

We look forward to a successful year of Solarfun and Festing,
Selling and Smiling with you. See the details below.

Good Luck and Thank You for your Interest!

Application Deadline

Early Bird Rate: due April 30th

Full Fee Rate: due May 21st

Acceptance Notification

May 10th

June 1st

Requirements: must be mailed by April 30 or May 21 for acceptance

1. Solar Fest Vendor Application
2. Town of Taos Application
3. NM Environment Food Vendor Temporary Food Service Application
4. Proof of Insurance
5. CRS# or Gross Receipts Tax #
6. Email address
7. Payment to Solar Fest (by check)

Fees:

- Craft Vendors before April 30th: \$550/ After April 30: \$650
- Food Vendors before April 30th: \$850/ After April 30: \$1000
- Craft Vendor Fees include 2 non-exchangeable/nontransferable weekend show passes & 1 car pass
- Food Vendor Fees include 3 non-exchangeable/nontransferable weekend show passes & 1 car pass
- Prices above include payment to The Town of Taos and Kit Caron Park temporary vendor permits
- All required applications above and full payment is due by May 21st. If full payment and all applications are not received by June 1 your spot will be reassigned.

GENERAL BOOTH INFORMATION

Booth space is limited to a single story, 10' x 10' square area, including all wires, stakes, poles etc. As vendors are placed in a line, each vendor is only given ten feet of space that is open to the crowd. Vendors are allowed an additional prep area directly behind their booth, which is not to exceed the 10' x 10'. HOWEVER, the size of individual prep areas varies by event and by booth location due to the physical layout of the festival grounds. No vehicles are allowed in the prep area by your booth. If you require additional space you must make ADVANCE arrangements and you will be charged accordingly. Your booth fee includes only 10 feet of space open to the crowd. If you require more, please submit a diagram of your booth and be prepared to pay for additional space. You are responsible for construction, furnishing, lighting and maintaining and removing your own booth materials, leftovers and trash. You must have:

- An attractive, professional, maintained appearance
- A professional looking sign - No neon or flashing lights
- A Booth with 3-sides and a protective, wind, and rain resistant roof
- Quality merchandise/approved by vendor coordinator

- All booths must provide their own 5 lb. fire extinguisher and tie downs for all propane tanks, (if you have them).

The appearance and ambiance of your booth is critical to the overall atmosphere of the festival and the audience's perception of the event as a whole. We encourage imaginative booth designs, flags banners, etc. and expect cleanliness and a safe, well-maintained area for all Solar Festivarians. Be prepared for any and all types of weather.

BOOTH FEES

Craft Vendors

- Craft Vendors before April 30th: \$550/ After April 30: \$650
- Craft Vendor Fees include 2 non-exchangeable/nontransferable weekend show passes & 1 car pass
- You will have use of a 10' x 10' space with an additional prep areas as described above
- Vendors needing additional employee passes can purchase passes direct from Dawn Richardson at 575-758-9191
- These tickets are ONLY for use by people working your booth. If you are going to need single day tickets instead of the weekend passes, please let Dawn Richardson know **at least two weeks** before the event. Children 12 and under are always free and will receive wrist bands of their own accompanied by an adult.
- One vehicle pass for admittance onto the festival grounds. Each booth is allowed to bring in one vehicle to assist in setting up your booth. Once you are set up, you will need to park your car in the concessions parking area.
- \$250 deposit must be sent along with your application. This will be applied against your fee upon acceptance. Balance of fees for accepted vendors is due by May 14th.
- Those vendors that applied under the early bird status who do not have the balance of fees paid by June 1 will automatically be charged the full rate, and are due by June 7th.
- **All required applications above and full payment is due by May 21st. If full payment and all applications are not received by June 1 your spot will be reassigned.**

Food Vendors

- **Food Vendors before April 30th: \$850/ After April 30: \$1000**
- Food Vendor Fees include 3 non-exchangeable/nontransferable weekend show passes & 1 car pass
- Vendors needing additional employee passes can purchase passes direct from Dawn Richardson at 575-758-9191
- These tickets are ONLY for use by people working your booth. If you are going to need single day tickets instead of the weekend passes, please let Dawn Richardson know **at least two weeks** before the event. Children 12 and under are always free and will receive wrist bands of their own accompanied by an adult.
- \$250 deposit must be sent along with your application. This will be applied against your fee upon acceptance.
- **All required applications above and full payment is due by May 21st. If full payment and all applications are not received by June 1 your spot will be reassigned.**
- Food Vendor Temporary Food Service Application can be downloaded from our site or www.nmend.state.nm.us Go to Food Program/Permits & Applications/ 1 to 3 Day Event Temporary Food Service App

CANCELLATION

- Any vendor can cancel before balance of fees are due (June 1st), although you will be assessed a \$75 cancellation fee from your initial deposit.
- Cancellations after full payment of fees June 2 to June 20th will be charged 50% of booth fees. Refunds of balance will be sent out 30 to 60 days after last festival date.
- NO REFUNDS ARE AVAILABLE FOR VENDORS CANCELLING 1 WEEK BEFORE THE FESTIVAL. NO EXCEPTIONS.

SELECTION

With each passing year, we have seen an increase in both quality and quantity of applications we receive. This makes the process of picking vendors that will join us at the Taos Solar Music Festival more and more difficult. We are interested in incorporating artisans and crafts people (i.e. Products that are created by the concessionaire in the booth vs. items that are imported) into the lineup, in order to add to the overall creative ambiance of the event. In the juried selection process we take the following into account:

- Community and county residency
- Type of items being created and sold
- Willingness to comply with sponsorship, recycling, composting and other production plans
- Length of time vendor has participated in the Taos Solar Music Festival including previous relationship with the Solar Festival, sales success, event cleanup as well as staff and other vendor relations

BOOTH PLACEMENT

Booth placement will be determined based on electrical and logistical needs from the festival staff and resources. You will have an opportunity to request a spot or area but there is no guarantee of that specific space.

DEPOSIT

Booth deposits are reflected in the application fee and the above rules apply. A cleaning deposit of \$35 will be accessed to every concessionaire at the time of setup, this deposit is collected to ensure respect for the festival ground and proper clean up. Deposits will be returned to vendors after an inspection of your site by a representative of Festival Productions, Inc. Your site must be clean with all trash, building material, food leftovers and waste removed from the area. Any area left in disarray will be a consideration for following years applications.

ELECTRICAL: Craft Vendors

There are limited (15) electrical services available right now for craft vendors. (these are 10 amp circuits, just like the wall outlet in your house) We are working on electrical service for all craft vendors, so bare with us and we will keep those applicants that would like electrical service in mind after the first 15 are gone. <REMEMBER THAT THIS IS A SOLAR FESTIVAL, IF YOU HAVE A SOLAR PANEL AND THE ACCOMPANYING EQUIPMENT, BRING IT, WE APPRECIATE YOUR EFFORTS>

- You will need to furnish your own interior and exterior lighting. All electrical equipment that requires electricity and all other electrical conducting equipment including display tables, grills, powerstrip, all multi outlet taps and extension cords must be grounded and rated for OUTDOOR USE.
- Extension cords should be 14/3 gauge wire and at least 50 ft, longer lengths should be 12/3 gauge.
- We ask that each booth bring electrical tape with them to waterproof all connections. All the power outlets in the festival grounds are very sensitive to moisture and will trip the circuit breaker if extension cords aren't grounded or if any connections between cords get wet.
- More detailed electrical requirements will be set forth in the acceptance letter.

ELECTRICAL: Food Vendors

Food Vendors are restricted to one 20 amp service, and by special arrangement one 30 amp single phase service. These power services are limited to the Food Court area on the North side of the Park, near the main gate. Only 3 - 30 amp single phase services are available. Or by special arrangement with Dan Sherman directly: 110/208v (single phase) at 30 amps (limit one per vendor)

INSURANCE

ALL vendors must have insurance before they will be admitted to the festival grounds. If you have an active liability insurance policy and can provide a certificate of insurance, please do so. If your policy will be renewing between the application deadline and the event, it is your responsibility to make sure that you have a copy of your current certificate with you at set up. Solar Fest is no longer allowed to carry you under the fest umbrella insurance. (WE ARE SORRY_NO EXCEPTIONS)

PRODUCT RESTRICTIONS

Due to town and park regulations; no glass containers, breakable plastic, carry-in alcohol or weapons are allowed in the festival grounds. Please adjust your product line accordingly. Booth acceptance is based on the understanding that you will sell only those items listed on your application. You may not sell any additional items without our express consent. In addition, you may not sell any items that refer to the Solarfest. We strictly protect our tradename. You may not sell any item prohibited by law or town ordinance.

PETS

No pets-sorry to say, no exceptions.

APPLICATION PROCEDURE

1. Send Signed Solar Fest application + \$250 deposit to be considered for entry (+ any of the documents below)
2. Send
 - Proof of Insurance
 - CRS #
 - Town of Taos Application (see download on our website)
 - NM Food Application if applicable (see download on our website)
 - any marketing materials (website, photos, actual samples, etc.) you may have to convince us of the uniqueness of your products. Do not send items you would like returned. We will do our best to return to you, no guarantees.
3. After email acceptance from vendor coordinator, send remaining fees and any paperwork not previously included.

ACCEPTANCE

On the date of acceptance notification as set forth above, you will be emailed. Shortly after notification your deposit check will be deposited. Applicants declined will also be notified at this time and checks either returned or destroyed. Please email with any questions vendors@solarmusicfest.com

Mail all information to:
FESTIVAL PRODUCTIONS, inc.
Taos Solar Music Festival 2010
Attn: Vendor Coordinator
PO Box 2110
Taos, NM 87571

SOLARFEST VENDOR APPLICATION

Business Name: _____

Your Name: _____

Your craft or food (generally, no menus here) _____

Mobile (1) _____ Phone (2) _____

Email _____

Mailing Address _____

Fax _____

Craft vendor ____ \$ 550 (after April 30th fee goes to \$650)

Food vendor ____ \$850 (after April 30th fee goes to \$1000)

Craft Vendor Fees include 2 show passes & 1 car pass/Food Vendors include 3 show passes & 1 car pass

* Vendors needing additional employee passes can purchase passes direct from Dawn Richardson at 575-758-9191

The Town of Taos Vendor Permit fees and The Special Kit Carson Park permit fees have been included in the amount above.

Total # of Spaces _____ @ \$ _____ = \$ _____

Total minus \$250 deposit = _____ due by May 21

~\$250 due at application/remaining amt due by May 21

If full amt is submitted at application time, please send two checks/one for \$250 deposit and one for remaining amount. The second check for the remaining amount will not be deposited until after May 21.

Craft Vendors:

This year (2010) Craft vendors are limited to One 10 amp electrical outlet per space. Note: only 15 electrical services are available on the South side of the park, and will be allocated on a first come first serve basis.

Food Vendors Electrical:

Food Vendors are restricted to one 20 amp service, and by special arrangement one 30 amp single phase service. These power services are limited to the Food Court area on the North side of the Park, near the main gate. Only 3 - 30 amp single phase services are available. Please circle your power requirements :

Volts 110/ 120 **Amps:** 20 **# of outlets** 1 _____ 2

Or by special arrangement with Dan Sherman: 110/208v (single phase) at 30 amps

You Sanitation requirements

Your Water requirements

Other Requirements/Requests

Deposit:

Your \$250 check for your deposit payable to:
FESTIVAL PRODUCTIONS, INC.

Vendors accepted for 2010, will have initial check applied to total fees. Balance will be due by May 21. If all fees and applications are not received in full by June 1st, your booth area will be reassigned to another vendor.

Those Vendors Not accepted with have initial check returned to them or check destroyed after confirmation with vendor coordinator or fest staff.

Refusal:

Your business license, Tax i.d., Town of Taos Vendor permit and Proof of Insurance must be available on site at your booth during the show or you will be refused your spot. Anyone caught tampering with Vendor Wristbands or permit will be refused from the Festival grounds immediately without exception or refund.

Indemnity:

As a festival vendor and/or vendor employee, I/we agree to defend, indemnify, and hold harmless Solar Music Festival (FP Inc.), its owners, officers, board members, affiliates and all staff from and against all damages, liabilities, costs, losses, expenses, claims, and judgments, including legal costs and attorneys' fees which may incur as a result of any claims for expenses, injury, or otherwise arising from the Taos Solar Music Festival 2010

Applicant signature _____ Date _____