

Pancakes on the Plaza

July 4, 2024



Arts & Crafts Fair Vendor Application

The Rotary Club of Santa Fe welcomes applications from artists, makers and sellers of hand-crafted merchandise, and producers of artisanal, prepackaged food items and other specialty products interested in selling their products during Santa's Fe's annual Pancakes on the Plaza July 4 celebration. The Arts & Crafts Fair is intended to showcase craftsmanship and artistry; it is not a place for selling mass-produced merchandise.

Hours and Location

Vendors are required to set up their booths the afternoon of July 3. On July 4, they are expected to be open for-business from 7:00 AM to 3:00 PM (or until one-half hour after the last performance on the Gazebo stage ends). All booth spaces are located along the perimeter of the Santa Fe Plaza (traditionally on Lincoln or Palace Avenue, the streets forming the east and north boundaries of the Plaza). All booth spaces are 10' x 10'.

Vendors receive notification of their assigned booth number and its location in advance of July 4. Applicants may request a specific booth location or area. Rotary will make every effort to accommodate those requests, with preference being given to timely filed applications from returning vendors who have previously occupied the same booth location.

Vendors will also be assigned, and must comply with, a specific "load-in" time between Noon and 4:00 PM on July 3. They will be issued a pass identifying their "load-in" time, which will give them thirty minutes of vehicular access to the Plaza to unload their booth and display materials.

Application Process

Each applicant for a vendor booth space at Pancakes on the Plaza must submit a separate Rotary Club of Santa Fe Arts & Crafts Fair Vendor Application. Those wishing to share a booth space should submit their applications together and pay the required supplemental fee (\$90). Certain restrictions on the types of merchandise that can be offered apply and Rotary reserves the right to reject vendors whose applications do not meet the standards it has set for the Fair.

Applications must be received by **May 27, 2024**, and may be submitted by mail or email. Rotary encourages vendors to apply as early as possible because vendor booth spaces are limited and may sell out.

A complete application consists of --

1. A signed Rotary Club of Santa Fe Arts & Crafts Fair Vendor Application Form. Submission of the signed application form signifies the applicant's agreement with the requirements and restrictions contained in this application. Illegible applications and applications not containing a valid State of New Mexico "CRS" tax number are not considered complete. (The City of Santa Fe recently streamlined its special event business licensing procedures. Pancakes on the Plaza Arts & Crafts Fair vendors operate under an "umbrella" Special Event license issued to the Rotary Club; the City no longer requires vendors to submit individual business license applications.)
2. Applicants must submit with their application form three photographs of merchandise characteristic of what they will be selling during Pancakes on the Plaza. Vendors will be allowed to sell only items of a like kind or type as the those depicted in the photographs submitted with their application form.
3. Payment of an application fee of \$500 per 10' by 10' booth (for shared booths, a supplemental application fee of \$90 is due from each additional applicant). Rotary has the discretion to accept late-filed applications, which are subject to a \$75 late fee. The application fee, less a \$30 non-refundable processing fee, is fully refundable if requested by June 1, 2024. Requests for refunds will not be considered after June 1.

Participation Requirements and Limitations

- The Rotary Club of Santa Fe reserves the right to refuse applications for booth spaces not satisfying its applicant and application requirements. The Rotary Club of Santa Fe does not allow sellers of cannabis, marijuana or CBD products to participate in Pancakes on the Plaza. Vendors of food products may sell only locally produced, pre-packaged specialty items, for example, jams, jellies, candies, and "homemade" cookies. Vendors will be required to remove items not complying with Rotary standards or inconsistent with the merchandise description provided in their applications.
- Vendors must provide their own tents/canopies, tables, chairs, and display materials.
- Vendors must check-in and set up their booths the afternoon of July 3. Booth set ups are not allowed before Noon on July 3. For reasons of public safety and to avoid traffic congestion, vendors will be assigned a time between Noon and 4:00 PM on July 3 when they will be allowed thirty minutes of vehicle access to the Plaza to drop off their booth materials, showcases, shelving and other display materials. After dropping off their materials, vendors must remove their vehicles and return by foot to the Plaza to erect and set up their booths. All booth set-up work should be complete by 6:00 PM on July 3.

Booth set-up is not allowed the morning of July 4. *However*, vendors will be allowed brief vehicular access to the Plaza between 5:00 and 6:00 AM the morning of July 4 to drop off their merchandise.

- Vendors will not have access to water or electricity. Exhibits and items for sale may not extend beyond the parameters of the vendor’s assigned booth space. The City of Santa prohibits sun shade umbrellas on the Plaza during Pancakes. Any vendors assigned a booth space on the sidewalk facing Lincoln or Palace Avenue must place a table or display case at curb side of their space to help prevent event attendees from tripping or falling.
- Vendors must be “open for business” beginning at 7:00 AM on July 4. They must remain open for business until at least 3:00 PM on July 4 (or until at least one-half hour after the last performance on the Gazebo stage ends). After the Fair closes and they have broken down their displays and booths, vendors will be issued a pass giving them vehicular access to the Plaza for purposes of swiftly removing their materials from the Plaza.
- Vendors may not “sublet” their booth space.
- Vendors must comply with all State laws and regulations, the City of Santa Fe Code and Ordinances, and requests and directions issued by state and local government officials.
 - Vendors are responsible for reporting their sales and paying applicable gross receipts taxes (GRT).
 - Vendors must comply with the City of Santa Fe’s Ordinance banning the use of plastic shopping bags.
 - Vendors must comply with the City of Santa Fe’s Animal Ordinance which prohibits animals, except for service dogs, on the Plaza during Pancakes on the Plaza.
- Pancakes on the Plaza is an outdoor event. Refunds will not be given in the event of inclement weather.
- Vendors accept full responsibility for protecting their merchandise, equipment and other materials from theft, damage or other loss. The Rotary Club of Santa Fe does not provide security for vendor booth and display materials or for merchandise brought to the Plaza.
- Without restriction, the Rotary Club of Santa Fe, the Rotary Club of Santa Fe Foundation, and their affiliates will not be held liable for claims regarding accidents, injury, or loss of property or income arising out of presentation or participation in Pancakes on the Plaza.

By submitting an application to sell merchandise at the Pancakes on the Plaza Arts & Crafts Fair, vendors acknowledge they understand, agree to, and will comply with these conditions of their participation in the Fair.

Arts & Crafts Fair Vendor Application
(please print clearly)

Vendor Name _____

Business Name _____

Business CRS# _____ Web Address _____

Items to be Sold _____

Mailing Address _____

City _____ State _____ ZIP _____

Email Address _____

Preferred Phone (____) ____ - ____ (Cell? Y N) Alt. phone (____) ____ - ____ (Cell? Y N)

Application Fee(s): _____ booth(s) at @\$500 each \$ _____
_____ shared booth supplement(s) @ \$90 each \$ _____
Total Due \$\$ _____

Make checks payable to Rotary Club of Santa Fe Foundation.
(Please call if you want to make payment by credit or debit card.)

*Note: An additional fee of \$75 applies to applications not received after **May 27, 2024.***

By submitting this application, I certify I have read, understand, and agree with the conditions for participating in the Santa Fe Pancakes on the Plaza 4th of July Celebration.

Printed Name _____ Signature _____

**Submit this completed form, with payment
and three photos of items characteristic of what you will be selling, to --**

Rotary Club of Santa Fe
craftfair@pancakesontheplaza.com
505.984.0022

Rev. 3/28/24