



2024 Rio Rancho Fall Festival Arts & Crafts Show Application Form

REGISTRATION & PAYMENT DEADLINE:

Monday, October 7, 2024, 5:00pm

Event Hours:

Saturday, October 19, 2024 from 2:00pm to 8:00pm

BUSINESS INFORMATION:

Business Name (s): _____

Contact Name (s): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Cell Phone #: _____

E-mail Address: _____ @ _____ . _____

Nature of Business: _____

Items to be sold/demonstrated/promoted: _____

INDOOR BOOTH INFORMATION: You MUST supply your own extension cord – a minimum of 200' is recommended

IMPORTANT NOTE:

Items for sale may include painting in all media, sculpture, jewelry, textiles, pottery, stained glass, leather, graphics, wood creations, basketry, photography, digital art and other handmade crafts. No resale of craft items will be allowed. **Items must be hand made by the Crafter.**

NOTE: TOTAL SPACES ARE LIMITED AND WILL BE CAPPED BY THE TYPE OF VENDOR AT THE ORGANIZERS DISCRETION. AVAILABILITY IS ON A 1ST COME 1ST SERVED BASIS.

SPACE RENTAL: \$100.00 for a 10'x10' space. You must bring your own tables, chairs and electrical cords if necessary. All tables are required to have a table covering. PLEASE no empty or half full spaces. Spaces are available on a first come basis. Your spot is not secured until you have paid and received confirmation of approval from RREC.

SET-UP: The concourse will be open at 12:00pm for set-up. Unload at the NORTH entrance doors off Market Street.

EXHIBITOR PARKING: After unloading, please park in HP Parking Lot at the WEST end of the arena.

ELECTRICITY: You must provide your own extension cord. A grounded, three-prong, 14 to 16 gauge (minimum) extension cord and power strip must be used. Spaces with electrical outlets will be given out as a first come first serve basis.

BUILDING REGULATIONS: NO smoking or alcoholic beverages will be permitted. NO open flame or incense allowed at any time. Sale of food items must be preapproved by RREC. Aisles and exits must be kept clear at all times.

COURTESY: Crafters MUST stay within their designated space markers. Small children must be attended at all times, for their safety, as well as out of respect for the property of other exhibitors. The Rio Rancho Events Center does not provide childcare. Exhibitors are responsible for cleaning and disposal of all trash from their area.

TRANSACTIONS: You will be responsible for bringing your own cash box and change. There is no public wifi access available.

ADVERTISING: The Rio Rancho Events Center will be advertizing this event along with the Fall Festival via a multitude of different outlets and we ask you to help! Advertise on social media, email, word of mouth, etc. The more people who know, the more successful this event will be!

LIABILITY: Sales tax and Insurance are the responsibility of the Exhibitor. Operator shall not be responsible for theft or any other loss, misplacement, or other disappearance of any of the property of Licensee or Licensee's guests. Licensee shall indemnify, defend, and hold harmless Operator, the City of Rio Rancho, and their respective affiliates from and against any and all claims, damages or liability (including reasonable attorneys' fees) suffered at the Rio Rancho Fall Festival Arts & Crafts Show.

By signing the below, the undersigned participant agrees to abide by the rules and regulations outlined above and to grant full permission to the Rio Rancho Events Center and Rio Rancho Fall Festival committee or agent authorized by them, to use any photographs, videos, recording or any other record of this event for any legitimate purpose.

Printed Participant Name: _____

Participant Signature: _____

Business Name or Vendor Name: _____

Date: _____

All forms must be signed and returned with your registration packet. INCOMPLETE PACKETS WILL NOT BE ACCEPTED.

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PAYMENT: **DEADLINE, MONDAY, OCTOBER 7, 2024 (NO EXCEPTIONS)**

Please make checks or money orders payable to the: GLOBAL SPECTRUM

Credit or Debit Cards Accepted: Visa – MasterCard -American Express – Discover
(Please complete attached CC payment form)

DEBIT OR CREDIT CARD PAYMENT FORM

Date: _____

Phone Number: _____ Cell Number: _____

Business Name: _____

Name as it appears on CC: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Type of Credit Card: (Circle One)

Visa MasterCard American Express Discover

Credit Card Number: _____

Expiration Date: _____ CVV2 Code _____
3 digit code on back of Card

Authorized Dollar Amount: _____

Authorized Printed Name: _____

Authorized Signature: _____

MAIL ALL FORMS & PAYMENT TO: Only completed registration packets will be accepted.

Rio Rancho Events Center
ATTN: Mary Brown-Montanez
3001 Civic Center Circle NE
Rio Rancho, NM 87144
E-mail: Mary.Brown@OakViewGroup.com