**Mesilla Valley Artisan/Crafters Guild**

**2018 Artisan Fair Rules and Regulations**

Thank you for your interest in participating in our 2018 Artisan Fair. Please read the following list of Vendor requirements. By signing and submitting this list of rules and regulations, you agree to conform to and abide by all laws of the City of Las Cruces, Dona Ana County and the State of New Mexico as well as the Rules and Regulations of the Mesilla Valley Guild and Cruces Creaives MakerSpace. The Artisan Fair will start at 9:00am and run until 3:00pm. on December 15th.

1. Each Vendor must register with the Mesilla Valley Artisan /Crafters Guild before participating in the 2018 Artisan Fair.
2. All products sold at the 2018 Artisan Fair MUST be handcrafted/produced by the Vendor or family. Any exceptions to this rule must be presented to the management team and all final decisions must be abided by.
3. All rules and guidelines of the Las Cruces Fire Marshal, the City of Las Cruces, The County of Dona Ana and the State of New Mexico must be abided by. These rules will be furnished before the date of the Artisan Fair.
4. There is no smoking during the Artisan Fair and there will be no smoking in or around the Vendor areas.
5. Weights are required on all Vendor canopies.
6. Vendor tents are not permitted. Canopies, however, are permitted and must equal to or smaller than 10’x10’ in size to provide shade for Vendors and Consumers. Canopies larger than a 10’x10’ are not permitted without management prior permission. Canopies must be sufficiently weighted down in case of winds or storm and no staking is allowed. A fine for cost of repair will be assessed if staking occurs.
7. Vendors must have all necessary and proper business licenses, tax licenses and/or health permits required by the city, county or state and local laws and these must be available in each Vendor booth.
8. Vendor spaces are assigned on a first-come first serve basis with priority going to the Mesilla Valley Artisan Crafters Guild and MakerSpace Members. Reserved (paid for in advance) spaces will be released after 8:00am if there is no Vendor in that space setting up or there is previous notification of arrival time. Vendors agree to adhere to the final decisions by the Market Committee.
9. Booth set up will begin at 7:00 am and must be completed no later than 30 minutes prior to Artisan Fair opening. Market tear down is to begin immediately after the posted market closing. There will be no tear down prior to 3:00pm. All refuse removal will begin 15 minutes after Fair closing. Your space MUST be left clean and clear. The Artisan Fair is NOT responsible for Vendors or products after Artisan Fair closes.
10. Participation fees will be collected before the start of the Artisan Fair and must be paid in full before date of the Artisan Fair. Fees are not refundable.
11. Please maintain and leave your booth space in a clean and professional manner.
12. Pets are not allowed in the Fair spaces. Vendors may have a special authorization to have a pet for display purposes. Service animals are welcome and must have the proper paperwork available.
13. Vendors are expected to behave in a professional manner. They shall not shout, use profanity or play music or become belligerent. Music will be provided by the Artisan Fair executive committee. Vendors are required to wear shirts and shoes at all times.
14. Vendors shall not distribute letters, pamphlets or petitions to other vendors or customers and shall not solicit other vendors or customers to support other organization or fund raising without management approval.
15. Vendors are prohibited from cooking or frying or popping popcorn on premises without prior approval of market committee.
16. Please ensure all items are clearly and consistently priced.
17. Fruit and vegetable vendors, baked goods vendors and anyone doing sampling or tasting must have a hand washing station, soap, a catch bucket, trash receptacle, paper towels and premixed sanitizer solution at their booth.
18. The Artisan Fair Executive Committee has complete authority to interpret and implement policy on the Fair site. The Executive Committee has the final say on all matters regarding Fair safety and viability.
19. Hours of the Artisan Fair are Saturday, December 15th, from 9am to 3pm.

I agree to adhere to the above listed Rules and Regulations for the 2018 Artisan Fair. I understand that I can be asked to leave the premises for any reason, including violation of any of the Rules and Regulations.

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The signed Rules and Regulations must be submitted with the Artisan Fair Application and payment and all other permits and licenses.

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Photo & Video Permission Waiver:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_agree to allow the Cruces Creatives and the Mesilla Valley Artisan/Crafters Guild to take informal photos and video clips of the day’s activities for possible use on Facebook or other future marketing brochures.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Official Use:

Date Application was received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Committee Member’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_