

The La Casa, Inc.



Artisan, Crafter, & Vendor

Application

Held at Las Cruces Convention Center

680 E. University Ave, Las Cruces, NM

La Casa, Inc. Holiday Bazaar Hours:

November 30, 2018 — 4:30pm to 7:30pm

December 1, 2018 — 9:00am to 5:00pm

December 2, 2018 — 10:00am to 4:00pm

This event is brought to you by the La Casa, Inc. Support Guild Members and Volunteers. The La Casa, Inc. Support Guild strives to present a show filled with a variety of arts, crafts, and much more. All proceeds go directly to support La Casa, Inc., its programs and its clients.

Your participation in our Holiday Bazaar truly makes a difference to our organization and this event would not be possible without each and every one of you. We appreciate and value your support and we thank you for being a part of the 2018 La Casa, Inc. Holiday Bazaar.

La Casa, Inc. is a 501(c)(3) nonprofit organization whose mission is to provide comprehensive services, including emergency shelter and a 24-hour crisis line, to eliminate domestic violence and abuse in all forms. Our services are available to ALL individuals, regardless of their race, creed, religion, gender, sexual orientation, national origin, or disability. Annually, La Casa provides services to approximately 2,000 individuals.



BAZAAR ARTISAN/CRAFTER/VENDOR CALENDAR:

October 1, 2018-5:00PM — JEWELRY APPLICATIONS DEADLINE: See rules for specific jewelry artisan/crafter guidelines. Jewelry applications sent after this date may be subject to denial.

November 1, 2018-5:00PM — APPLICATION DEADLINE for all other category applications. Early applications are encouraged. A late fee will apply for applications received after this date.

November 30, 2018 at 9:00AM —Vendor check-in and booth set-up begins.

CATEGORIES ACCEPTED:

The number of booths in each category is limited — applications **other than jewelry** are accepted on a first come basis.

The committee reserves the right to re-categorize AND/OR reject any application.

- | | | | |
|--------------------|-------------|-----------------|------------------------|
| • Painting | • Sculpture | • Jewelry | • Photography |
| • Drawing/Prints | • Wood | • Metal Work | • Textiles/Leatherwork |
| • Ceramics/Pottery | • Glass | • Packaged Food | • Other |

ARTISAN, CRAFTER, & VENDOR AMENITIES:

***Retain 100% of Their Sales**

***Ability to Purchase Meals/Refreshments on Site**

***Room with coffee, water, and snacks open throughout the weekend**

***Listing of nearby hotels and restaurants**

***Additional \$20 discount for applications submitted in full by September 3rd at 5:00 pm.**

***Volunteers available for set up and tear down.**

***Volunteers available to deliver snacks or prepaid meals. (inquire for further details)**

***2 free passes for single booths, 4 free passes for double booths.**

La Casa Inc. Holiday Bazaar

Rules, Fees and Information

**KEEP ALL PAGES FOR
REFERENCE ON THE BAZAAR RULES**

The La Casa Holiday Bazaar is an arts and crafts event. Review of photos and application is done to ensure appropriateness.

ELIGIBILITY:

Maintaining a high quality show is our top priority. All Artisans, Crafters and Vendors will be evaluated to ensure that our integrity and commitment to primarily hand made arts and crafts is upheld. The following criteria are evaluated:

Quality of work, originality and mastery of medium.

Categories are limited however all applications are considered.

Work must be original and executed by the exhibiting participant, who is required to be present during the show. Any items with reproductions of work must be submitted in additional photos for consideration by the committee. Please provide updated photos of items to be sold at the Bazaar with your application. We kindly ask that there are no imported items, kits or commercial objects at Artisan or Crafter booths. Manufactured items with minimal embellishment or items fashioned by someone other than those present at the booth **cannot** be accepted.

Please note: That Artisans, Crafters, and Vendors must be present throughout the show. Thank you for your cooperation in this.

La Casa, Inc. Holiday Bazaar

Rules, Fees and Information

JEWELRY BOOTH SELECTION:

All jewelry applications received by the deadline for jewelry (October 1, 2018) will be reviewed by the committee and evaluated on the following:

Quality, originality, and master of medium. All applications will be reviewed and reevaluated every year so we ask that every submission include up to date photos that display the variety of your work.

BOOTH SPACE INFORMATION & FEES:

The annual La Casa, Inc. Holiday Bazaar will be held at the Las Cruces Convention Center, 680 E. University, Las Cruces, New Mexico.

Approximately **90 booth spaces** will be available.

Please note that due to the 2018 layout corner spaces are limited and all spaces are given on a first come, first served basis, so be sure to submit your application promptly. We are excited to receive your application. Thank you in advance!

Booth Fees:

Single Hallway Space (8 x 10) (Limited)	\$ 205.00
Double Hallway Space (8 x 20)(Limited)	\$ 370.00
Single Space (10 x 10)	\$ 225.00
Double Space (10 X 20)	\$ 390.00
Corner Space (10 x 10)	\$ 280.00
Corner Double Space (10 x 20)	\$ 445.00

SHOW HOURS FOR 2018:

Friday, November 30— 4:30 to 7:30pm

Saturday, December 1 — 9:00am to 5:00pm

Sunday, December 2 — 10:00am to 4:00pm

Additional/Optional Fees:

Electricity for 2018 will be purchased directly through the Las Cruces Convention Center as of Nov. 1st. Details to follow.

Additional Tables	\$15.00 ea.
Additional Weekend Passes	\$ 5.00 ea. (2 free passes for single booth and 4 for double booth)
Artist/Crafter/Vendor sharing booth	\$ 50.00 in addition to booth fee
Late Fee (applications received after 11/1)	\$ 25.00

- As mentioned above, corner spaces are assigned on a first come basis and have one corner only — these spaces are very limited. Corners **MUST** be paid for at the time of application. Once the corner spaces have been filled, those requesting corners will be refunded any difference.
- Each booth space will include pipe & drape, 8' high back and 3' high sides. One (1) 8' table, two (2) chairs and waste basket. The Convention Center will provide cover and skirt for the tables. If table & chairs are not needed, please mark this on application. Free Wi-Fi is available.
- You may make a request for a specific booth space and every effort will be made to accommodate your request; however, there is unfortunately no guarantee of space assignment.
- Booth assignments are at the discretion of the committee.

RESTRICTIONS:

Work displayed must reflect the quality of work depicted in the application images and those participating may only display work in the accepted category(ies). The La Casa, Inc. Holiday Bazaar Committee reserves the right to remove exhibits that have been falsely entered, are unsuitable, or objectionable. **Refunds will not be given.**

APPLICATION RULES:

- Five photos must be submitted with the Application. Three (3) photos must be of **current** work, one (1) of your booth set up and one (1) of your workshop, studio or work area. Label photos with your name and address. Printed photos submitted will be returned at registration. Please be conscientious of the Holiday Bazaar's requirements and refrain from displaying any improper or unapproved items. (We reserve the right to request that said items be removed.)
- By submitting images of your work, you agree that any and all images submitted may be used for publicity purposes without compensation to the artist.
- We ask that a check/ money order, made payable to La Casa, Inc. or credit card information for the booth fee and any extras be included with your application. Applications with incomplete information or without payment or photos will not be assigned a space until all information or payment is received. If you are not selected by the committee, you will be reimbursed after November 15, 2018. A late fee of \$25 will be applied for applications received after November 1, 2018.
- **REFUND POLICY** In the event of a cancellation the following rules will apply. Full refunds of booth fee will be reimbursed before November 1st. On and between November 1st—14th only 40% of the booth fee will be reimbursed. On or after November 15th NO REFUNDS will be given.
- Two Artisans, Crafters, or Vendors may share a booth space for an additional \$50.00 charge. **Each applicant must provide the 5 photos described above with an application. Each vendor will be evaluated separately. Both applications and payments must be mailed together.**
- Those with special needs and /or other requests must include these with the original application so that we can properly accommodate them. As always we are happy to help.
- Each Artisan, Crafter, or Vendor will be provided with 2 passes which must be worn at all times throughout the weekend. Additional passes are available for purchase with your application. Artisans, Crafters, or Vendors without a pass may be charged the admission fee at the door.
- Those supplementing their handcrafted inventory with commercial or manufactured items will be asked to remove those items. Should they not remove the items, the Artisan, Crafter, or Vendor will be asked to leave the show. **No refund will be given.**
- **Packaged food vendors** may sell pre-packaged food products only. Samples may be distributed at the booth. Food items must be created and packaged by the vendor. **THERE WILL BE NO ACCESS ALLOWED TO THE KITCHEN FOR ANY REASON.** Vendors must supply their own water and take all items out of the center for cleaning. Those attempting to use the kitchen or bathrooms for water or cleaning are subject to a \$250 fine. **We ask that vendors supply a product list in their application.**
- Artisans, Crafters, and Vendors are responsible for collecting and reporting gross receipts tax on all sales.
- We ask that Artisans, Crafters, and Vendors do not play music in their booths, as music will be played over the speakers in the building.
- **Please note that La Casa Inc. cannot provide monetary change to vendors.**

SECURITY & PARKING:

- The Convention Center will be secured each night. However, participants exhibit all work at their own risk. The La Casa, Inc. Holiday Bazaar and/or the Las Cruces Convention Center is not responsible for damage, theft, or loss of any work before, during and/or after exhibition hours. Artisans, Crafters and Vendors are encouraged to secure their own liability insurance for the show.
- **ARTISAN/CRAFTER/VENDOR PARKING WILL BE ALLOWED AT THE BACK AND SOUTHSIDE OF THE CONVENTION CENTER PARKING LOT, AFTER SET-UP** and there is no vehicle access to the building during the show.

GIFT CERTIFICATES:

- **Our application requires that each participant** honor one (1) \$25.00 gift certificate to be used only in your booth on the days of the show towards the purchase of any item in your booth. The certificates will be sold during the event to benefit La Casa, Inc. Purchasers will choose at random an envelope with gift certificates as long as the supply lasts. If your gift certificate is in the purchased envelope, the purchaser will then come to buy something with the gift certificate at your booth. Artists sharing a booth will EACH be required to provide a gift certificate. **No change is to be given for purchases under the gift certificate value. Gift certificates from participants are only good during the show. Gift Certificates will be created and numbered. Once they are received for sale by Artisan Crafter or Vendor, they will be signed across so the certificates cannot be reused.**
- **SET-UP IS FRIDAY 9:00AM TO 3:00PM AND WE ASK THAT SET UP IS COMPLETED BY 3:00 P.M.**
- **PLEASE REFRAIN FROM TEARING DOWN EARLY ON FINAL DAY AS IT DETOURS GUESTS FROM SHOPPING.**
- **NO PETS ARE ALLOWED IN THE CONVENTION CENTER EXCEPT SERVICE ANIMALS — This will be strictly enforced throughout the show.**

ANY QUESTION CAN BE DIRECTED TO THE FOLLOWING CONTACTS:

Sylvia Hendrickson - sylviasgourds@gmail.com or Anna Denton, Bazaar Chair, - aesd2007@gmail.com

La Casa, Inc. Holiday Bazaar Application

This application must be received by NOVEMBER 1, 2018
JEWELRY applications must be RECEIVED BY OCTOBER 1, 2018

Name: _____

Booth Name: _____

E-Mail address: _____

Facebook link: _____

Website address: _____

Mailing address: _____

City, State, Zip Code: _____

Phone/Day: _____ Evening/Cell: _____

Category: _____

Description of work: _____

Please be sure to fill out all fields. If it is not applicable, please list N/A

_____ I agree to honor a \$25.00 gift certificate to be sold during the event (**please initial**)

I wish to give _____ additional \$25 gift certificates to be sold during the event.

PLEASE NOTE: PROVIDING A GIFT CERTIFICATE IS A REQUIREMENT OF ACCEPTANCE — IF YOU DO NOT INITIAL ABOVE YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.
THANK YOU FOR YOUR UNDERSTANDING IN THIS.

Booth includes 8ft. Table and 2 chairs. If you do not need them, please list here what is NOT needed:

I request the following space: _____ No guarantee of placement is given with request

I have read and agree to all of the rules and regulations pertaining to and governing this Bazaar and will abide by said rules and regulations. I submit my work to be exhibited at my own risk and will hold harmless La Casa, Inc., the La Casa Inc. Support Guild, the Las Cruces Convention Center, the City of Las Cruces and/or any of its agents, representatives, and/or volunteers for any loss or damage to my property or any personal injury sustained at the event. If I do not comply with the rules, regulations and procedures of the La Casa, Inc. Holiday Bazaar, I understand that I may be removed from the show without a refund of any fee(s).

Signature _____ Date: _____



APPLICATION CHECKLIST:

- _____ Completed entire application & completed fees table below
- _____ Enclosed photos as required. Food vendors: enclosed price list
- _____ Initialed agreement for gift certificate
- _____ Read & agree to all rules — signed acknowledgement on front
- _____ Enclosed appropriate payment

RETURN COMPLETED

APPLICATION

WITH FEES TO:

La Casa Inc. Holiday Bazaar

800 S. Walnut

Las Cruces, NM 88001

FEES ENCLOSED:

Amount:

Single Hallway Space (8 x10) @ (Limited)	\$205.00	_____
Double Hallway Space (8 x 20) @ (Limited)	\$370.00	_____
Single Space (10 x 10) @	\$225.00	_____
Double Space (10 X 20) @	\$390.00	_____
Single Corner Space (10 x 10)(1 Corner) @	\$280.00	_____
Corner Double Space (10 x 20)(1 Corner) @	\$445.00	_____

If your application is being submitted on or before September 3rd at 5:00 pm check here _____ and deduct \$20 from your total.

Electricity per Booth _____

(Check Mark if needed but DO NOT include in payment as you will pay this fee to the Las Cruces Convention Center directly.

Additional Tables @	\$15.00 ea.	_____
Additional Vendor Passes for Weekend @	\$5.00 ea.	_____
Artist Sharing Booth (1 Maximum) @	\$50.00	_____
LATE FEE (for applications received after 11/1)	\$25.00	_____

TOTAL ENCLOSED: _____

**APPLICATIONS MAY BE ACCEPTED ELECTRONICALLY
IF PHOTOS AND PAYMENT ARE INCLUDED.**

PAYMENT INFORMATION: Total Check, Money Order or Credit Card Amount: _____

Credit Card Information: _____ MasterCard _____ VISA (ONLY MC & VISA ACCEPTED)

NAME ON CARD: _____

ACCOUNT NUMBER: _____ **Expiration Date:** _____ **CVC** _____

Billing Address (if different than above): _____

Signature: _____

Your card will be billed for the total amount above upon acceptance.
Declined cards may result in the loss of space at the event.

