

# 2015 Albuquerque Folk Festival Vendor Application

**Attachment Checklist for Application:** *please include all of the following documents when submitting your application:*

(A) application \_\_\_; (B) check \_\_\_; (C) copy of sellers permit \_\_\_ [www.cabq.gov](http://www.cabq.gov); (D) will you be doing a demo/participation\* \_\_\_yes \_\_\_no; (E) **Number of** your chosen preapproved tent floor plan (from next page) # \_\_\_ please include the tent floor plan page in your application with the tent plan of your choice circled, and labeled with the front and back of the tent.

Please mail application to: Suzanna Finley 240 Solano Dr. NE, Albuquerque, NM 87108 **OR** Email all application documents to: [suzannafinley@gmail.com](mailto:suzannafinley@gmail.com) and mail check (made out to: Albuquerque Folk Festival) to the above address.

Note that in order for your application to be processed all documents and check must be received and space is first come first serve.

Company Name \_\_\_\_\_

Company Website: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
(Your website will be on the ABQ Folk Fest page for a year and printed in our Festival brochure)

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_ Product/Service Description: \_\_\_\_\_

Demo/participation description: \_\_\_\_\_

## Space Requirements

**Indoor Space 10 X 10ft** \$90. \_\_\_\_\_

Limited number.

\*50% discount for demonstration or participation in art vendor art form

**Outdoor Space 10 X 10 ft.** \$80. \_\_\_\_\_

## Tent Rental (Optional)

10 X 10 ft. \$180. \_\_\_\_\_

10 X 20 ft. \$275. \_\_\_\_\_

20 X 20 ft. \$300. \_\_\_\_\_

**Outdoor Space 20 X 20 ft.** \$115. \_\_\_\_\_

**Additional:** Tables \_\_\_\_\_ Chairs \_\_\_\_\_

Outdoor Space:\*50% discount for demonstration or participation of vendor art form

One 6ft. table and two chairs are provided as part of the agreement. Additional tables @ \$5 each and additional chairs @ \$2 each are available. Please state any wishes at bottom of the form and we will try to accommodate you.

FREE PARKING, FREE IN/OUT, FREE RV/TENT CAMPING Friday and Saturday.

Total amount enclosed (Make check payable to **Albuquerque Folk Festival**) \$ \_\_\_\_\_

- By returning the agreement with payment, the vendor agrees to hold harmless the Albuquerque Folk Festival of any damage to merchandise and/or materials.
- The Festival will be held regardless of weather conditions Vendor fees will NOT be refunded.
- The agreement will provide to the vendor the requested space indicated above.
- Electricity will be available for indoor spaces.

The Festival is not able to provide change to vendors for business transactions.

The Vendor agrees to the above conditions. **DEADLINE for all documents and fee is April 25, 2015**, in order to be included on the Albuquerque Folk Festival website & printed program.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_



## ALBUQUERQUE FIRE DEPARTMENT PREAPPROVED TENT FLOOR PLANS

EVENT _____	VENDOR NAME _____	FLOOR PLAN # _____
PRINTED NAME _____		SIGNATURE _____

### Tent requirements:

- The tent shall meet one of the following flame retardant standards.
  - CPAI84
  - NFPA 701
  - California fire retardant standards
- Each tent shall have one no smoking sign conspicuously located
- Each tent shall be anchored to withstand the elements of weather and prevent collapse.
- The tent frame and membrane shall be free of combustible materials.
- The tent frame shall not be used to brace, hang, support any objects. Exception: tent membrane, fire extinguisher
- All display grids and display racks shall be noncombustible or flame treated, preferably constructed out of metal.

**Pick one of the preapproved floor plans and mark your selection above.**

