

## Arts & Crafts Vendor Agreement for the 2022 Albuquerque Folk Festival

As an Arts-&-Crafts Vendor at the 2022 Albuquerque Folk Festival (AFF), I understand and agree to the following terms:

1. **Location:** National Hispanic Cultural Center (NHCC), 1701 4<sup>th</sup> St SW, Albuquerque, NM 87102. All vendors will be located in the hallway/lobby adjacent to the two large performance venues (Albuquerque Journal Theatre and Bank of America Theatre).
2. **Date and Time:** October 9, 2022, 10:00 a.m. to 10:00 p.m.
3. **Vendor Application Form:** Vendor must complete a Vendor Application Form (separate document).
4. **Business Registration:** Vendor must submit a copy of vendor's Business Registration valid through October 9, 2022, and have a copy on site on the day of the festival.
5. **Sketch of Your Layout,** including tables, chairs, racks, etc.
6. **Vendor Fee:** The vendor fee is \$90 for an all-day space or \$60 for a half-day space (either 10:00-4:00 or 4:00-10:00). Each space a table and two chairs. When we receive your application form, we will email a PayPal invoice to you for the \$90 or \$60 fee. (Your application is not complete until we receive this payment.) There are no refunds for festival closure or cancellations due to weather, events, or acts outside the control of AFF, except for COVID-related cancellation by the State.
7. **Submission:** Please submit all materials (application, vendor agreement, copy of business registration, layout sketch, and payment) to Jodie Casper, A&C Vendor Manager. You may give your material directly to her or mail them to her at 1710 Aliso Drive NE, Albuquerque, NM 87110). If you have questions, email Jodie at [Jodie.m.casper@gmail.com](mailto:Jodie.m.casper@gmail.com) or text her at 505-217-4582.
8. **Site Placement:** AFF will determine vendor placement, provide adequate space for vendor, and assist vendor with locating its assigned space on the day of the festival.
9. **Access and Setup:** All vendors must have wrist bands that we will distribute prior to the festival. Vendor staff will have access to the grounds starting at 7:30 a.m. on Sunday, October 9. Setup must be completed by 9:30 a.m. (except for half-day afternoon vendors). Vendor drop-off will be located in a semi-circular area at the main entrance near the 4<sup>th</sup> Street entrance. From there you can roll your carts to the Roy E. Disney center for setup. There will also be golf carts to help with transportation as needed.
10. The vendor agrees to hold harmless the Albuquerque Folk Festival for any damage to merchandise and/or other materials.
11. The festival is not able to provide change to vendors for business transactions.

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

Vendor Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_