

Dear Artist,

Congratulations on your acceptance into the Santa Fe Fiesta Council Labor Day Arts & Crafts Market. ***Please keep these instructions and bring them to the Show.***

If you have not applied to be in the Fiesta Market you may still do so at this time. We will give you the discounted rate of \$350.00

This market does take place the following weekend and is also a three day show. It is non-juried. It begins on Friday 9/7/12 and concludes on Sunday 9/9/12.

SHOW HOURS:

Labor Day weekend are 9:00 a.m. to 5:00 p.m. all three days of the Show. For Fiesta Weekend they are 9:00 a.m. to 6:00 p.m. Friday and Saturday and 9:00 a.m. to 5:00 p.m. on Sunday. Please be aware you will not be able to bring your vehicle in to the Market area until 6:00 p.m. on Sunday the last day of the Fiesta Market. This is due to the closing ceremonies and pedestrians.

SET UP:

Please see schedule for each Market.

Set up for Labor Day is on Friday 8/31/12. You do have a scheduled time based on your booth number. (Please see attached) These set up times are strictly adhered to. If you are late you may set up after 7:00 p.m. until 8:00 a.m. the day the Market begins.

At set up you may only bring your car onto the plaza for a half hour to unload. When your half hour is up you must remove your vehicle but you may return to your booth and take as much time as you need to complete your set up. This rule will be enforced by the Fire Marshal and he will have a tow truck on hand in the event that vehicles are not removed after the half hour time limit. Show hours for the Labor Day Show are 9-5 all three days. You will be allowed to bring your vehicle into the Show area until 8:00 a.m. and again after the Show at 5:00 p.m. so you may pack up if you need to. *You will not be allowed in after this time no matter what!* We will have security at both Markets but we never recommend leaving your items in your booth.

FIESTA MARKET SET UP:

Set up for the Fiesta Show is on 9/6/12. Set up begins at 3:00 p.m. Please be aware that the Show hours for Fiesta are 9-6 Friday and Saturday and 9-5 on Sunday. Even though the Show ends at 5:00 Sunday you will not be able to bring your vehicle into the Plaza until 6:00 as we are still having closing ceremonies. When you bring in your vehicle you must pull up in front of your booth as closely as possible and allow an open traffic lane down the middle so cars may get through. The police will completely have the Market area vacated at 8:00 p.m. on Thursday set up day for the Fiesta Market. This is due to the burning of Zozobra that takes place that evening several blocks from the Plaza.

**********If you have a large vehicle and/or a trailer attached you will have to make special arrangements with us for bringing in your vehicle to the Show area. Please call us to set this up. 505-316-0047.*

LICENSE INFO:

You will receive your City of Santa Fe Special events License at the Market. If you already have one please let us know and we will get it from the City.

BREAKDOWN INFORMATION:

Please be aware that breakdown for both Shows is the same. Your items must be completely packed and your tent broken down and then you must see a Plaza monitor so they can check your booth and give you a pass to bring your vehicle in to the Market area. We know that there are exceptions to this and we will work with you.

We will have free artist parking at the PERA building which is a few blocks from the plaza. We will have a map for you at check in. Once the Market begins we will also provide booth sitters for anyone who is interested.

Please be aware that Fiesta Council members are volunteers. We are not paid staff. As the Show Director I have a rule that if any of the artists are rude or uncooperative with me or any of the volunteers you will not be invited back and you may be removed from the Market. Let's work together and have a wonderful set up, Market, and breakdown.

For more information about the City of Santa Fe you may contact The Convention and Visitors Bureau at: www.santafe.org or call them at 800-877-2489. The mailing address is: 201 W. Marcy Santa Fe, NM 87501.

Thank you for participating with us!

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