

**Santa Fe Fiesta Council, Inc.**

**Food Vendor Contract**

This contract is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the Santa Fe Fiesta, Inc., a New Mexico non-profit corporation, hereinafter referred to as SANTA FE FIESTA INC., and

Business Name: \_\_\_\_\_ CRS Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Describe particular products and services to be rendered)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be present to (mark the number of spaces/booths for each one or all the weekend/events disrobed)

- Labor Day Weekend: # of Food, Treat/Novelty Booth Spaces \_\_\_\_\_  Food Truck
- Fiesta Weekend: # of Food, Treat/Novelty Booth Spaces \_\_\_\_\_

THEREFORE, the SANTA FE FIESTA INC., and CONTRACTOR in consideration of the mutual covenants contained herein do agree as followed:

("Accordingly, SANTA FE FIESTA INC. and the CONTRACTOR, in recognition of the mutual agreements outlined herein, hereby agree to the following:")

Hereinafter referred to as CONTRACTOR.

WHEREAS, the SANTA FE FIESTA INC., acting through its, Arts & Crafts and Food Booth Committee, sponsors an annual event on Labor Day Weekend and Fiesta Weekend for the preservation of the Santa Fe Fiesta and related thereto; and

WHEREAS, the CONTRACTOR wants to provide Arts and Craft sales by participating in either Labor Day Weekend and/or Fiesta Weekend in particular;

**CONSIDERATION**

**ARTS & CRAFTS/FIESTA WEEKENDS (08/30/25 – 09/01/25 & 09/05/25 – 09/07/25):**

**Food Booths - ONE THOUSAND TWO HUNDRED DOLLARS (\$1,200.00)** per space, per weekend. Plus, an ONE HUNDRED DOLLAR (\$100.00) per space, per weekend **non-refundable** deposit shall be made with each application. Plus, a FIVE HUNDRED (\$500.00) CLEANING DEPOSIT. This deposit MUST be a separate check or money order to be provided at the time of setup.

**Food Truck (Limited to 3 spaces, First Come, First Serve) - ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00)** per space, per weekend. Plus, an ONE HUNDRED DOLLAR (\$100.00) per space, per weekend **non-refundable** deposit shall be made with each application. Plus, a FIVE HUNDRED (\$500.00) CLEANING DEPOSIT. This deposit MUST be a separate check or money order to be provided at the time of setup. (Food Truck: Contact the City of Santa Fe to become a registered and approved vendor. Contact is Jennifer Borrego (jeborrego@santafenm.gov)

**VENMO PAYMENT ONLY will be accepted, the Venmo account information is located at the bottom of the application. The Arts and Crafts and/or Food, Treat/Novelty Chairperson shall be contacted if the payment method is not feasible.**

Pre-paying for the next year's market, **ONLY** ensures that you will be **IN** the market, **NOT** the space you are currently in. All sums **not** paid for by the due date required: plus all application fees or the like under this contract shall be forfeited to the SANTA FE FIESTA INC.

\_\_\_\_\_ Initial

All sums **not paid for by the due date** required; plus all application fees or the like under this contract shall be forfeited to the SANTA FE FIESTA INC



Scan this code to pay

#### APPLICATION SUBMISSION AND DEADLINES

All applications are accepted on a first come first serve basis and requested booth spaces are not final until assigned by committee chairperson. **Email completed application to [fiestabooths2021@gmail.com](mailto:fiestabooths2021@gmail.com)**. Application deadlines are as follows:

**Arts & Crafts Due Date - All Information, contracts, certificates, and payments must be received by July 1, 2025**

**Fiesta Weekend Due Date - All information, contracts, certificates, and payments must be received by July 1, 2025**

**NO APPLICATIONS WILL BE ACCEPTED AFTER THE DATES STATED ABOVE.**

#### INSURANCE

**Certificate of Liability Insurance** will be required of **ALL VENDORS** regardless of type. **A minimum amount of \$1,000,000 per occurrence and \$500,000 per person will be required. Copy of Certificate MUST be provided with upon submission of this contract.**

#### TERM OF CONTRACT

The term of this contract shall begin upon being signed by all Parties and shall remain in effect until the end of the event for which the application has been made or as otherwise determined by Santa Fe Fiesta Inc., Arts & Crafts and/or Food, Treat/Novelty Chairperson. This contract may be terminated by mutual consent of both parties expressed in writing or as otherwise set forth herein.

As further consideration, CONTRACTOR, agrees to comply with the terms and conditions hereof. **CONTRACTOR shall be solely responsible for securing such permits and licenses as may be required by the City of Santa Fe and the State of New Mexico.** SANTA FE FIESTA INC agrees to provide booth space to CONTRACTOR to provide Arts & Crafts or Novelty sales, as the case may be, during the period hereinabove provided.

**This Contract shall be conditioned upon its completion of all required items and full payment of all fees by the CONTRACTOR to SANTA FE FIESTA INC.** \_\_\_\_\_ Initial

#### FORCE MAJEURE

**In the event "If the Fiesta de Santa Fe is disrupted due to an Act of God, actions or regulations of public authorities, civil unrest, war, epidemic, interruptions or delays in public transportation services, or any other cause beyond the control of Santa Fe Fiesta, Inc., the parties shall be excused from their obligations related to the event that is affected." \_\_\_\_\_ Initial**

#### **GROSS SALES TAX**

CONTRACTOR shall be solely responsible for obtaining a New Mexico Combined Reporting System (CRS) number from the New Mexico Taxation and Revenue Department, and payment of all applicable New Mexico Gross Receipts Taxes as a result of the sales of the products during the event/weekend for which application/s have been made. For tax information vendors can visit <https://www.tax.newmexico.gov/businesses/special-events-and-vendors/>.

#### **BOOTH SELECTION AND SAFETY**

SANTA FE FIESTA INC. **shall have the exclusive right** to make booth space assignments at its discretion and such decisions shall be final and not subject to appeal.

Booth space assignments will be determined by SANTA FE FIESTA INC., Arts and Crafts spaces will be 10' x 10' CONTRACTOR must keep display and booth confined within these dimensions. CONTRACTOR agrees to abide by the decision made by SANTA FE FIESTA INC., to revise booth space assignments or make such other decisions relative to booth space assignment because of public safety reasons or as may be directed by order of the Police or Fire Department or City of Santa Fe.

In the event that SANTA FE FIESTA INC., shall make a decision to relocate or modify a space assignment, CONTRACTOR, will be advised verbally of the change and herein agrees to be bound by the decision of the SANTA FE FIESTA INC. Should the CONTRACTOR not heed the instructions of the SANTA FE FIESTA INC., regarding any matters set forth in ARTICLE IV, CONTRACTOR will be subject to cancellation of all applications and contracts made by same. CONTRACTOR shall be required to remove itself and its personal belongings from the Labor Day and Fiesta Weekend events and shall not be permitted to further participate in these events. All sums paid for application fees or the like under this contract shall be forfeited to the SANTA FE FIESTA INC

#### **FAILURE TO CLAIM DESIGNATED BOOTH SPACE**

CONTRACTOR agrees that failure to appear and claim its designated and/or assigned booth space on the day and date designated for the "EVENT" constitutes a breach of this Article and shall be subject to loss of deposits, fees, and assigned space/s. SANTA FE FIESTA INC., through its Santa Fe Arts and Crafts and/or Food, Treat and Novelty Chairperson shall have full authority to reassign the space/s to another provider. In such an event, CONTRACTOR shall forfeit all sums paid for application fees.

#### **USE OF ALCOHOL AND OR DRUGS**

CONTRACTOR is hereby advised of and further agrees to abide by SANTA FE FIESTA INC., policies regarding the prohibition of and the use of alcohol or drugs during the Santa Fe Fiesta Events.

Should CONTRACTOR be found in violation of SANTA FE FIESTA INC. policies, the Santa Fe Fiesta Arts and Crafts and/or Food, Treat/Novelty Chairperson may declare this contract null and void. CONTRACTOR in such a situation will be required to close the booth and remove all personal items from the Event area, at the direction and time specified by the SANTA FE FIESTA INC., Chairperson.

SANTA FE FIESTA INC. shall be relieved of any further obligation under this contract, and CONTRACTOR shall not be permitted to conduct any further business and/or sales at the Event. All sums paid for application fees or the like under this contract shall be forfeited.

#### **INDEMNIFICATION**

**CONTRACTOR agrees that it shall indemnify and hold harmless SANTA FE FIESTA INC., its officers, directors, and members from any and all causes of action or legal proceedings brought about by actions or conduct of the CONTRACTOR. Should SANTA FE FIESTA INC.,**

be required to employ an attorney to enforce and provisions hereof, or to protect its interest in any manner arising under this contract to collect damages for the breach hereof or to prosecute or defend any lawsuit resulting from this contract or the actions of CONTRACTOR, the CONTRACTOR agrees to reimburse SANTA FE FIESTA INC. for all costs, expenses and attorney fees expended or incurred therein. \_\_\_\_\_ Initial

**GOVERNING LAW**

It is mutually understood and agreed between the parties that the Laws of the State of New Mexico shall govern this contract and venue. In the event of litigation all shall be in held in Santa Fe County, New Mexico.

**SEXUAL HARASSMENT**

CONTRACTOR agrees to abide by all provisions of SANTA FE FIESTA INC., policies regarding "Sexual Harassment".

Sexual Harassment is defined as:

- ❖ Unwelcome sexual advances.
- ❖ Request for sexual favors.
- ❖ Other verbal or physical conduct of a sexual nature.

**MERGER**

This contract constitutes the entire agreement between the parties hereto and it is expressly understood and agreed that there are no agreements or promises by and between said parties except as aforesaid and that this contract merges all prior agreements, whether written or oral and this contract governs all such agreements between the parties.

**ASSIGNMENT**

This contract is binding between the parties hereto and may not be assigned or transferred to any successors without the prior written approval of the SANTA FE FIESTA INC.

**WITNESSETH:**

IN WITNESS WHEREOF, the parties have read this contract, understand it and that the terms stated reflect the exact and whole transaction.

NOW THEREFOR, the parties set their hands making contract effective on the day and year first written above.

\_\_\_\_\_

**CONTRACTOR**  
(Provider/vendor Sign Here)

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

\_\_\_\_\_

**CHAIRPERSON**  
(Arts and Crafts and/or Food/Treat/Novelty Committee)

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