

**FRANCISCAN FESTIVAL OF FINE ARTS**  
**August 31<sup>st</sup> and September 1, 2019**  
**9:00am till 5:00pm Saturday and 10:00 till 4:00 Sunday**

**Rules, fees, and Information**

*March 6, 2019*

***If you wish to register, please complete the registration form for artists or food vendors and send to Holy Cross Retreat Center with your payment.***

The Franciscan Festival of Fine Art is sponsored by the Holy Cross Retreat Center (HCRC) to promote appreciation for fine artists and their work. All participants are approved by a committee with a desire to present the highest quality arts. *If items are put out for sale during the festival which were not approved, you will be asked to put them away, and if repeated, the artist can be asked to leave.* All proceeds from the festival support the activities of the Retreat Center.

**CATEGORIES**

Please make every effort to place your work in the appropriate category. All “Other” applications must include an accurate description of the work to be exhibited. The committee reserves the right to re-categorize any application.

\*Painting \*Drawing/Prints \*Jewelry \*Photography \*Sculpture \*Wood \*Metal Work \*Musical Instruments \*Glass \*Textiles \*Ceramics, Pottery \*Leather\*Gourd Art \*Mixed Media\* Other

**ELIGIBILITY**

The committee will review the digital photos of each entrant and select the exhibitors. The following criteria will be taken into consideration: **quality of work, originality, artistic design and marketability**. Categories are limited. Once each category is full, a ranked wait list will be compiled, and those on the wait list will be offered spaces as they become available. **Work must be original and executed by the exhibiting artist, who must be present during the show.** No imported, kit, or commercial objects will be accepted. Art fashioned by someone other than those present in the booth is not acceptable. The intent is fine art festival rather than a craft festival. No T-shirts or caps with reproductions of art will be allowed. Any items with reproductions of the artist’s work must be submitted in additional photos for consideration by the committee.

**LOCATION & BOOTH SPACE**

The Annual Franciscan Festival of Fine Arts will be held at Holy Cross Retreat Center, 600 Holy Cross Road, Mesilla Park, New Mexico, just south of Las Cruces. Approximately 85-95 artist booth spaces will be available. All spaces are 10’ X 10’ and a double space is 10’ X 20”. Exhibitors must supply their own shade structure, tables, and chairs. There will be a limited number of spaces inside conference rooms and retreat rooms around the side, at a higher rate.

**APPLICATION**

Three digital images (preferred) or three color pictures must be submitted with each application, via email is best to [programs@holycrossretreat.org](mailto:programs@holycrossretreat.org) (jpeg, png, or gif format), or postal mail. One must include the artist at work. Artist’s name and category must appear on the front if using a CD. CDs of artists accepted into the Festival can be returned at check-in. 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. If the artist was a participant during the 2018 Art Festival, it is not necessary to submit new photos unless you have changed your style, but you may do so if you wish.

You can download and print an application and view more information at [www.holycrossretreat.org](http://www.holycrossretreat.org) then click on “Franciscan Festival” or request a form from Holy Cross Retreat Center. When you have finished, sign your application and mail it. Once accepted the full cost must be sent to Holy Cross Retreat Center to reserve the space. A single artist entering more than one category must submit one completed application. Copies of the application form are acceptable.

Two artists may share a booth space (\$50.00 registration fee per additional artist) only upon acceptance of both artists by the committee. Each artist must submit a separate application, and photos. Applications should be mailed together. Please designate one person as responsible for the fees. Booth space location and other requests will be honored to the best of Holy Cross Retreat Center’s ability in the order received, once all fees have been paid in full. Artists with special needs and/or requests must include these with the original application.

**Applications must be postmarked or delivered in our office deadline before July 1, 2019**, or they will be considered late. Applications submitted after July 1st will need to pay a late fee of \$25. Returning artists and vendors may not receive the same location if you register after July 1<sup>st</sup>.

### **LIABILITY INSURANCE**

All vendors are required to sign a “hold harmless” agreement indicating that Holy Cross Retreat Center is not responsible for damages, loss, or injuries. (A copy will be available on the website or at HCRC.) It is suggested that vendors consider their own homeowners or other policies to cover possible loss. *HCRC is not responsible for in the event of theft or weather damages. Security is not provided.*

### **FEES for Artists**

1. Booth Space Fees: All booth spaces are 10 feet by 10 feet.
  - One Space **10’ X 10’**: **\$155.00** • Double Space **10’ X 20’**: **\$290.00**
  - Additional artist sharing a booth space: \$50.00.
  - \* Limited space is available in a conference room, 10 x10 as with the outdoor spaces.
  - \* Retreat rooms can be requested for exhibit space. This can be in addition to an outdoor space or alone. These are normally guest rooms, and the beds will be stored in the back area. Nothing can be attached or nailed to the walls, inside or outside, and a covering to protect the carpet is required. *The cost is \$205.00 including use of the air conditioner. The booth fee for those in the Large Conference room is also \$205.00 because of the added security and cool atmosphere.*
2. **For those outside, the electrical fee is \$20.00** if you want to connect an electrical cord to our outlet. No gasoline powered generators are allowed because of the noise unless individually approved.
3. **Storage room rental fee is \$35.00 per night.** These are usually upstairs. (No resting on the beds, overnight stay, or use of the showers is allowed) Extra \$20.00 for the weekend if you want to use the air conditioner.
4. **Overnight guest room fee is \$55.00 per night.** *These will generally be on the second floor or in another building to allow first floor rooms for display.*
5. **Late Fee: \$25** for applications hand-delivered, postmarked or received online after July 1<sup>st</sup>.
6. Make checks or money orders payable to: Holy Cross Retreat Center. A \$25 return check fee will be charged on all checks returned for insufficient funds. Applicants will be notified in such instances and all fees must be paid with a money order or cashier’s check within 10 days of notification.
7. Artists also need to get a vendor permit from Doña Ana County. A copy is available on the website at [https://www.donaanacounty.org/sites/default/files/pages/Vendor\\_App\\_7-2017.pdf](https://www.donaanacounty.org/sites/default/files/pages/Vendor_App_7-2017.pdf) , from HCRC, or from the County Clerk Office. This permit costs \$5.00 per day (\$10.00 for Festival), or \$35.00 per year. This is your responsibility.

8. (New) There will be an early bird registration for the following year between Sept 1 and 30<sup>th</sup>. Those who pay early will pay the previous year's prices, instead of any possible increases.

**Wifi** Because of the excessive demand when many people try to use our wifi service at one time, it fails to function. Please plan to have your own data plan available for credit card access or other needs.

**SILENT AUCTION:** A silent auction is made possible by artists' donations to the Holy Cross Retreat Center, and income from the auction helps support the activities of the Retreat Center. As part of the entry fee each artist is **expected** to contribute an item that is representative of your best work—an item of average or higher value, at least \$25.00. To enable us to best display this work, please bring your donation during August or have your donation available when you check in on Friday. Vendors who do so will receive an invitation to a reception for artists on Friday evening, and rolls and beverages each morning during the festival. Artists will not be able to view the silent auction items between 4:00 and 5:30pm on Sunday when people are being called. We appreciate your cooperation. If you wish to know how much your piece sold for, contact the office in the week after the festival.

### **FEES FOR FOOD VENDORS**

Those selling food will receive a 12x 12 space near the courtyard where the artists display. The charge will be **\$230.00, plus \$25.00 for electricity** if requested. If you anticipate a significant amount of smoke, we will need to consider a different location for food preparation, though you can still sell in the same area as the others if preferred.

A New Mexico Environment Department Permit will be required to sell food items at the event. The application is available from HCRC, or at the State of New Mexico Environment Department Office, 1170 N. Solano Dr. Suite M, Las Cruces, NM 575 524 6300. There is no charge for a two day event. The permits can be faxed to the County office at 575 526 3891. There are instructions for food preparation for the vendors as well.

### **RULES AND REGULATIONS**

**SET-UP:** Wednesday Aug. 28<sup>th</sup> for inside vendors. Thursday and Friday, 29<sup>st</sup> and 30<sup>th</sup> during the day from 9-5 pm for all vendors. Saturday, September 2nd, from 7-9 am for final touchup. Having three days will help avoid congestion as people set up. Exhibitors who have not called or checked in by 7:00 pm Friday, September 1st will be considered a no-show and will forfeit their booth and payment. Call (575) 649-8202 to report a delay. Some vehicles can drive on the concrete sidewalk only for unloading at the side of the walkway, then the vehicle must immediately be moved. (Driving on the grass could damage irrigation equipment.) We ask that you respect those coordinating this effort. The drive behind the rooms will be one way. Please pull your vehicle completely to the side near the building to avoid blocking others who want to pass. You can exit along the gravel road to the south of the property or return through the upper parking lot in back.

**TEARDOWN:** The Festival runs from 9:00 till 5:00 Saturday and 10:00 till 4:00 on Sunday. NO EARLY TEARDOWN on Sunday is allowed. Limited vehicles will be allowed on the Festival site concrete walkway after 4:00 pm on Sunday. When you have everything ready and stacked by the walkway, you may perhaps drive a vehicle onto the concrete walkway in the courtyard area to load and then return to the parking area, but you cannot leave it blocking the drive. Please leave your booth space clean. Remove all trash to appropriate receptacles. If you use the back road for loading, you must be as close to the building as possible and not leave doors open, to allow others to pass. It is possible also to leave using the gravel road along the south of the property.

**PARKING:** There is no vehicle access to the courtyard during the festival. **Please do not park in the**

**regular parking areas so that patrons who come and go can be there.** A designated area for parking by the vendors will be available south and east of the festival area, and a ticket will be given at the time of registration to allow entry to this area. Limit two vehicles in this area per booth. If you have a trailer, please park where it will not interfere with normal parking patterns. Please write your name and cell phone number on the tag when you receive it and place it in the windshield area during the festival so we can contact you if there is a problem.

**NO PETS**, except service animals, are allowed on the Festival site by the vendors.

**SECURITY:** There is no official overnight security on Friday and Saturday nights. Participants exhibit all work at their own risk. HCRC will not be responsible for damage, theft, or loss of any exhibitor's work, display or decorations during or after exhibition hours. HCRC is not responsible for loss due to weather events either. Exhibitors should make arrangements with their own insurance companies for proper coverage. You can rent a room for storage if you are concerned.

**SALES TAX:** You are responsible for collecting and reporting sales tax in Doña Ana County as needed.

**RESTRICTIONS:** Work displayed must reflect the quality of artwork depicted in the application images and an exhibitor may only display work in the accepted category(ies). Do not bring work for which you were not accepted or you could be asked to leave. Festival management reserves the right to remove exhibits that have been falsely entered or that are unsuitable or objectionable. This includes music, noise, animals, scents, printed materials or anything else that the management finds objectionable. Refunds will not be given in these cases.

**PUBLICITY:** During the Festival, photographers working for the Holy Cross Retreat Center will be photographing or videotaping the event. By submitting an application, all artists agree to be photographed or videotaped by HCRC representatives. Photos and videos become the sole property of HCRC and may be used for publicity purposes, without compensation to any persons in the photos or videos.

**REFUNDS:** An artist accepted into the Franciscan Fine Arts Festival may cancel and receive one-half of their pre-paid booth space fee and all other fees if HCRC is notified on or before August 15, 2018. After that date, booth fees will not be refunded.

**ARTISTS' DEMONSTRATIONS:** Artists are encouraged to demonstrate their talents. Festivalgoers enjoy watching the creative process and you, as an artist, will gain attention.

## **2019 CALENDAR:**

**July 1, 2019** Applications must be received with payment at HCRC or postmarked to avoid the late fee. *If an artist does not pay by this time your space could be given to someone else.*

**July 15<sup>th</sup>** Notification of acceptance will be delivered within 4 weeks of application or by July 15<sup>th</sup> if not earlier.

**August 1<sup>st</sup>** Artists can bring silent auction items to the Retreat Center if they wish, or they can be given during the booth set up time.

**August 15<sup>th</sup>** Final day to cancel and receive refund for ½ of prepaid booth space fee, and other fees.

**August 28<sup>th</sup>** —setup for inside rooms if desired. Come to the office to check in.

**August 29<sup>th</sup> & 30<sup>th</sup>**—Setup for outside booths and any others not finished. Please check in and have your silent auction donation available. 9:00am till 5:00pm.

**Saturday morning, 8:30am**—booth blessing for those who would like it.

**August 31<sup>st</sup> and September 1<sup>st</sup> !! Franciscan Fine Arts Festival 9:00am till 5:00pm on Saturday and 10:00 till 4:00 on Sunday.**

**Sunday, Sept 1<sup>st</sup>, Catholic Mass at 9:00am in the New Chapel.**

**Take down on Sunday only after 4:00pm, or you can come on Monday.**

Any questions or issues not covered here will be resolved by representatives of the Holy Cross Retreat Center and the planning committee. We appreciate your participation and we look forward to a special Festival!