

**Franciscan Festival of Fine Arts**  
**September 2nd and 3rd, 2023**  
**Application for Food Vendor**  
*March 8, 2023*



Holy Cross Retreat Center (HCRC) is located at 600 Holy Cross Road, Mesilla Park, NM 88047, east of Main Street (Highway 478) two miles south of University Ave in Las Cruces.

Email: [director@holycrossretreat.org](mailto:director@holycrossretreat.org) Website: [www.holycrossretreat.org](http://www.holycrossretreat.org) "Franciscan Festival"

**This application is due postmarked, online, or hand delivered by August 1, 2023.**  
**After that time there is a \$25.00 late fee.**

Vendor Name: \_\_\_\_\_  
 Business Name, if any: \_\_\_\_\_  
 E-Mail address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone # Daytime: \_\_\_\_\_ Cell or alternate phone: \_\_\_\_\_

You will be given a parking permit that is to be displayed in the windshield. Parking for food vendors is in the lot behind the rooms or under the trees south of the booths. Close spaces are for the disabled.

Types of food to be served: \_\_\_\_\_

Special Requests: \_\_\_\_\_

Special requests will be honored, to the best of HCRC's ability, in the order received, provided all fees have been paid in full by the deadline.

**Fees:**

	Amount to be paid (fill in each area)
Food booth 12 x 12 \$250.00	
Room rental for storage \$40.00 per night (upstairs)	
Electrical hookup \$25.00	
Overnight guest room \$60.00 <b>per night</b>	
Late fee, if after July 1st \$25.00	
<b>Total cost, due when the application is accepted, or you can mail it with the application and it will be returned if the application is not accepted. Without full payment you are not guaranteed a space.</b>	

Electricity is limited to **120 Volts** per circuit. Participants **must** provide their own heavy-duty, grounded, three-prong extension cords to connect their booths to the provided electric panels. *List needed electric appliances,*

*Voltage and wattage:*

- 1.
- 2.
- 3.

Appliance	Voltage	Wattage

**Total Wattage=** \_\_\_\_\_

(over)

**A New Mexico Environment Department (ED) Permit will be required to sell food items at the Festival. This application is available from 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. Those without a permit are liable if an inspector comes.**

**(New as of 2019) If you are selling just a couple of items then one person should have a food handler card and can train the rest. If you are selling a more extensive menu, like a restaurant, then you have to have a food manager on site as required by the State.**

Please send this by mail with printed copy of application. New vendors can call to see if your application is accepted and then the full amount due is required to reserve your space.

**RISK & LIABILITY:** The vendor agrees to hold harmless the Holy Cross Retreat Center and any of its employees, directors, or volunteers from any damage or loss to exhibitor's property or any personal injury he/she or helpers may sustain during the event. HCRC will also be held harmless for any food illness traced back to vendor.

HCRC reserves the right to cancel the Franciscan Festival of Fine Arts due to bad weather, or unforeseen events out of the management's control, in which case HCRC will not be liable for refunds or other liabilities.

HCRC may use photographs/videos of the exhibitor taken by HCRC representatives for publicity purposes.

I have read, understand, and agree to all conditions and requirements set forth in this application and the Rules, Fees and Information sheets available at HCRC.

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

*We appreciate and ask for your help in promoting the Franciscan Festival of Fine Arts through your contacts, social media, and any other format. We will send digital flyers and information that you can use, and print up postcards and some posters that you can come get.*