

Franciscan Festival of Fine Arts
August 30 and 31, 2025
Application for Artists
Revised October 24, 2024



Holy Cross Retreat Center (HCRC) is located at 600 Holy Cross Road, Mesilla Park, NM 88047, **This application is due online, postmarked, or hand delivered with payment by July 15, 2025, or there is a \$25.00 late fee. To register and pay online go to <https://holycrossretreat.org> tab “Franciscan Festival”**

Artist Name: _____
 Business Name, if any: _____
 E-Mail address: _____
 Mailing Address: _____
 Phone # Daytime: _____ Cell or Alternate Phone #: _____

Category of art. If in “Other” category, please describe items:

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)
Single booth, 10 x 10, \$185.00	
Double booth \$340.00	
Additional artist in booth \$55.00; \$100 if two or more	
Inside room to be used for display \$250.00, which includes the use of the air conditioner in a retreat room or either conference room. (see note* below)	
Room rental for storage \$40.00 per night, plus \$20.00 for two days if you use the Air conditioner. These will most likely be upstairs.	
Electrical hookup \$20.00 for outside booths	
Overnight guest room \$60.00 per night	
Late fee, if after July 15th \$25.00. We will not guarantee your space after this date if we have not heard from you.	
Total cost is 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.	

***Please note: inside rooms are offered first to returning artists who had an inside room. All others are placed on a waiting list. Returning artists have until July 15 to reschedule, pay their booth fee, and retain their inside room. If returning artists do not register and pay by July 15 their room will be available to those on the waiting list. Those on the waiting list will be placed after July 15 if rooms are available.**

VENDOR PERMIT Artists also need to get a vendor permit from Doña Ana County. A copy is available on the website at chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.donaanacounty.org/home/showpublisheddocument/64/637806887565970000

(phone 575-647-7200 and ask for planning office, or go to 845 N. Motel Blvd, Las Cruces.)

You will also need to get a New Mexico State tax id number at the Motor Vehicle office at 2540 El Paseo Road, in Las Cruces. This permit costs \$5.00 per day (\$10.00 for Festival), or \$35.00 per year. This is your responsibility.

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 the month of August or have it available when you check in on Friday, September 1st. 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. We appreciate your cooperation. Thank you.

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

You will be given a parking permit that is to be displayed in the windshield. Parking for artists is in the lot behind the rooms or under the trees south of the booths.

RISK & LIABILITY: The exhibitor 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 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.