



**SMALL BUSINESS SATURDAY  
ARTS & CRAFTS SHOW  
Saturday, November 25, 2017  
10:00 am – 3:00 pm**

**PREMIERE CINEMA of Rio Rancho**  
1000 Premiere Parkway  
Rio Rancho, NM 87124

<b>Office ONLY</b>
Date rcd: _____
Payment:ck#_____
CC_____
License_____
Accepted _____

**Arts & Crafts application**

**\$25.00** - Limited to one space per applicant **FIRST COME FIRST SERVED LIMITED SPACE**

Space is 8' x 8' area, Must bring your own table & chairs **RIO RANCHO BUSINESS LICENSE IS REQUIRED AND COPY NEEDS TO BE ATTACHED TO THIS APPLICATION.** Temporary One Day Business License is \$5 and can be purchased at City Clerk's office Rio Rancho City Hall.

REGISTER ONLINE AT [www.rrcc.org](http://www.rrcc.org) click Chamber Calendar/ Nov 25<sup>th</sup> date, email copy of business license and this application to [ssheridan@rrcc.org](mailto:ssheridan@rrcc.org)

(Please keep a copy of this completed & signed application for your own records upon submission)

Check if you Need Electricity\_\_\_\_\_

Questions please contact Susan Sheridan at 999-1835 or [ssheridan@rrcc.org](mailto:ssheridan@rrcc.org)

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Best phone number to reach you: \_\_\_\_\_

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

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

City: \_\_\_\_\_ ST: \_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Select your type of arts or craft you sell:

- |   |  |
|---|--|
| <input type="checkbox"/> Acrylic/Watercolor/charcoal/       | <input type="checkbox"/> Pen & ink/pencil/drawings/paintings |
| <input type="checkbox"/> Ceramics                           | <input type="checkbox"/> Photography                         |
| <input type="checkbox"/> Clay                               | <input type="checkbox"/> Porcelain                           |
| <input type="checkbox"/> Fabric arts                        | <input type="checkbox"/> Recycled /repurposed items          |
| <input type="checkbox"/> Glass                              | <input type="checkbox"/> Scale miniatures/dollhouse          |
| <input type="checkbox"/> Jewelry (limited to only 5 booths) | <input type="checkbox"/> Soaps/lotions/body products         |
| <input type="checkbox"/> Metal                              | <input type="checkbox"/> Soft sculpture                      |
| <input type="checkbox"/> Mixed media                        | <input type="checkbox"/> Wood works/ wood sculpture          |
| <input type="checkbox"/> Modeling clay                      | <input type="checkbox"/> other_____                          |
| <input type="checkbox"/> Needle arts                        | _____  |
| <input type="checkbox"/> Paper crafting/cards               | _____  |

Description of items you will be selling: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPACE INFORMATION**

- Payments must be made in full and sent in with application & copy of Rio Rancho Business License
- Each vendor is responsible for providing his/her own table(s)
- Setup 8:30 am - must be ready by 10:00 am.
- Take down 3:00 pm and out by 4:00 pm
- Space will be reserved on a FIRST COME and FIRST PAY basis. The Rio Rancho Regional Chamber of Commerce will not hold any space for any reason.
- Space may not be reserved by phone.
- Payments will be accepted in forms of ONLINE REGISTRATION, checks, cashier's checks or money orders.
- All items must be contained within the parameters of your space area to ensure clear aisles and consideration of your neighbor (this includes signs and the entirety of your display.) Space areas will be assigned and clearly marked.
- Please make your booth presentable and nice.
- NO open flames
- Please do not breakdown until 3:00 PM. Vendors found breaking down early will not be invited to future RRRCC events.
- Keep your booth and area clean, tidy, and clear of trash. Please clean up your area after breaking down!

**LIABILITY and INSURANCE**

Each Vendor is responsible for their own insurance.

Rio Rancho Regional Chamber of Commerce and/or Premiere Cinema of Rio Rancho, 1000 Premiere Parkway, Rio Rancho, NM 87124, or any of its affiliates, shall not be responsible for any personal injury, loss, damages, or theft of any part of Vendor display that may occur

**CANCELLATIONS**

No refunds issued for this event

If you are unable to attend please contact Susan Sheridan at ssheridan@rrrcc.org so we can fill the space for those on the waiting list.

**SALES TAX**

Vendors are responsible for any tax or liabilities owing to any agency.

**FIRE AND SAFETY REGULATIONS**

Exhibitors must adhere to all city and state fire regulations.

There is no smoking on this property.

**RIGHT OF REFUSAL**

Rio Rancho Regional Chamber of Commerce and any of its affiliates have the right to refuse anyone and anything into the crafting show.

**By signing below I have read and understand the terms on this application between myself and the Rio Rancho Regional Chamber of Commerce and Premiere Cinema of RR and agree to abide and adhere to the rules and regulations set forth in this application.**

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

Please enclose your copy of your business license along with check and this signed application.

**Make checks payable to Rio Rancho Regional Chamber of Commerce** and please note "Small Bus Arts & Crafts Show 2017" in the memo

Mail this signed application along with copy of license and check or credit card to: Susan Sheridan c/o

Rio Rancho Regional Chamber of Commerce, 4001 Southern Blvd, Ste. B., Rio Rancho, NM 87124

Attn: Small Bus Arts & Crafts Show

Booth \$25.00 \_\_\_\_\_ Total \$ \_\_\_\_\_

Please charge credit card: (please check): Discover\_\_\_ MC\_\_\_ Visa\_\_\_ American Express\_\_\_

Account number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CV \_\_\_\_\_

Print Name on Card: \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature for card: \_\_\_\_\_