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**Las Cruces**

**Pecan Festival 2025**

**Vendor Application**

Presented by Wee Warriors Project

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Please read over the rules for this event carefully before applying.

All applications received will be juried to make sure that it conforms with the rules of the Pecan Festival. You will be notified once you are approved, and payment can be made at that time.

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

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Type of Items Sold: 100% Handcrafted Food Vendor/Truck

Description of Items to be Sold:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Non-Profit or Informational Groups Booths**

10 X 10 $150.00

10 X 10 (corner) $200.00

10 X 20 $250.00

10 X 20 (corner) $300.00

Registration (Artistian and Prepackaged Food)

**Vendor Booths**

10 X 10 $250.00

10 X 10 (corner) $300.00

10 X 20 $350.00

10 X 20 (corner) $400.00

**Food Trucks Booths** $450.00 (Please list power need, length of truck, and set up for Friday morning or evening)

Booth Space Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (You can request the same booth as last time)

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please type or print legibly your name here)

Your application will be reviewed. If approved, you will be sent an email with your acceptance. All early registration will be paid before May 31, 2024. All other registration much be received by March 31, 2025 and paid for by April 1, 2025 to guarantee a space.

Food Truck Vendors will be required to furnish a $1,000,000.00 Certificate of Liability Insurance naming Las Cruces Pecan Festival as an additional insured.

Las Cruces Pecan Festival

559 Fort Filmore Rd.

Mesilla Park, NM 88047

Craft & Food Vendors: Submit this application with pictures of your booth and \*pecan product to sell to LasCrucesPecanFestival@gmail.com

Food Truck: Submit with application with pictures of your truck and menu item that includes pecans to LasCrucesPecanFestival@gmail.com

Or mail to - 559 Fort Filmore Rd., Mesilla Park, NM 88047

**Questions:** *Call Sarah Bigler at 575-621-2195*

**Las Cruces Pecan Festival Information & Rules**

*(Please read carefully and sign your initial at the end)*

**General Information**

Las Cruces Pecan Festival has partnered with Wee Warrior Project of New Mexico (501c3 Nonprofit) to put on this annual event. All income generated by admission tickets, booth fees, festival swag will go to helping our fragile preterm babies and their families in New Mexico.

Las Cruces Pecan Festival is held at Young Park in Las Cruces, New Mexico. It is a beautiful park with a lake, rolling lawns, and pecan trees. **All vendors are required to have at least one Pecan Related item for sale to the public.** This will create a festival that will showcase our wonderful native pecan.

There will be between 80 and 100 booth vendors plus 30 food trucks this year. This event will be widely promoted throughout the region in print, radio, television, and social media. We are expecting over 6,000 in attendance. The event is being held during National Pecan Month and the hours are as follows:

April 12th Saturday 10-7pm

April 13th Sunday 10-5pm

**RULES/REGULATIONS**

PLEASE READ ALL OF THE INFORMATION PROVIDED

Your completed Las Cruces Pecan Festival application must be received no later than December 31, 2024. You will be notified by email if you are accepted, and your full payment must be received no later than March 31st.

**CANCELLATION POLICY**

We are expecting that the Las Cruces Pecan Festival will take place as usual, but if circumstances require that we cancel to protect our vendors and patrons (natural disasters, etc), we will return 100% of all booth fees in a timely manner.

There are no refunds for cancellations. Your booth can be sold to another person on the Las Cruces Pecan Festival waiting list or someone you find but you must first, notify us and then new vendor will have to be juried before approval of the booth sale.

**BOOTH INFORMATION**

The 2nd annual Las Cruces Pecan Festival will be held at Young Park, 1905 Nevada St., Las Cruces, New Mexico. There is no electricity provided for tent vendors, but you may bring your own generator. All generators must be sufficiently muffled to prevent disruption of other exhibitors and entertainment.

**REQUIREMENTS**

All applicants must submit their booth and product images plus their application through email, mail, or online.

Hard copy submissions can be mailed to: 559 Fort Filmore Rd., Mesilla Park, NM 88047.

We cannot guarantee specific booth space or location; however, we will consider requests after payment has been made.

**ELIGIBILITY**

Vendors will need to have at least one \*pecan related item to sell at this festival. All vendors will be juried for pecan products sold (those who sell the more pecan related items will be accepted over those who have less). Over 75% of your booth must be made by you. Resale of merchandise is not permitted at this event. This also applies to Food Truck Vendors.

**REPRODUCTIONS**

All artist prints must be represented as reproduction of work.

**ITEMS NOT PERMITTED TO SALE**

Buy-sell will NOT be tolerated. (Any imports, manufactured items, or work that has been produced by someone other than the vendor can and will be removed). Manufactured products that play a subordinate role and are not sold separately may be included with a purchase (frame, necklace chain, etc). Also, any objectionable items that are not fit for a family-friendly environment may also be removed by staff.

**COMPLIANCE**

LCPF staff and Board Members will visit all displays at intervals throughout the show to ensure that exhibitors comply with all the rules. It is our exclusive right and responsibility to remove work that is not in compliance.

**WAIT LIST POLICY**

If an exhibitor does not submit booth fees by the deadline or cancels, the open space will be offered to an exhibitor on the wait list in the same category, or to an exhibitor whose work fits best with the surrounding booths. We do not have a numbered waitlist; each cancellation is considered on an individual basis.

**BOOTH DISPLAY AND STRUCTURE**

Work that is presented attractively can be an important factor in sales as well as a positive contribution to the overall appearance of the show. Please plan your booth carefully and make sure it’s attractive and easy for customers to come in and look at your work.

Tables must be covered or skirted to the floor on all sides showing, with a suitable, professional looking cover. Please conceal boxes, storage bins, ice chests, etc.

All signage must look professional – no “Sale” or “Discount” signs permitted.

Displays must be contained within booth boundaries and may not interfere with adjacent booths or aisle space in any way (no over-hangs or extensions).

Exhibitors must supply their own shade structure.

**PARKING**

This is an outdoor show, and all vehicles and trucks are parked outside the Las Cruces Pecan Festival enclosure. There is limited vehicle access to spaces during set-up, but no vehicle will be allowed in the park during show. The festival site is fenced, and exhibitors must only use official entrances after 10am Saturday morning. Any exhibitor responsible for cutting the fence during the weekend will be required to reimburse the Pecan Festival for all repairs. Vendor parking is available in areas adjacent to the park. The parking lot for Young Park is reserved for our customer, those with disability plates, and special placards.

**PET POLICY**

Pets are allowed during the festival but must not interfere with other booths or festival customers. **DO NOT** bring your pet and leave it in your vehicle, as animal services will be notified.

**SET UP**

Friday April 11, 2025, from 8am-5pm. Each accepted artist will receive an email containing check-in times and instructions. We recognize some artists travel several hours the day before the festival. If you are unable to set up at your designated time you will be allowed to check-in any time before 8am on Saturday, if needed. You must be completely set up by 10am on Saturday, April 12th (Booth judging will begin at 9am). Exhibitors who have not called or checked in by 5pm on Friday, will be considered a no-show and will forfeit their booth. Call (575)621-2195 to report a delay.

**TEARDOWN**

The Festival will close at 5pm on Sunday April 13, 2025. Vehicles will be allowed in Festival site after 5:30pm provided most attendees have exited the park. **NO EARLY TEARDOWN on Sunday is allowed**. Please leave your booth space clean and remove all trash to the appropriate receptacles.

*\*Pecan related items can be items made with pecan wood, artwork with pictures of pecans or pecan trees, jewelry made with pecan wood or made to look like pecans or pecan trees, food items made with pecans.*

 Initials

 (By initialing the box, you indicate that you have read all the rules and regulations.)