CHILDREN’S REALM Non Profit Booth  
November 2 & 3, 2019

We are completing plans for the 2019 Renaissance ArtsFaire and encourage all past participants who have sponsored an activity in the CHILDREN’S REALM to join us again. This is a fun way to market your group so please encourage other groups to participate too.

ELIGIBILITY: Any nonprofit organization that would like to conduct a children's activity or game. Activities/games should be arts related, if possible, but that is not an absolute requirement. You should plan to give small prizes to your game winners.

SPACE: Booth spaces will be approximately 10’ x 10’. We ask that you complete the booth space diagram, INCLUDING DIMENSIONS, on the application form. You will be assigned a 10’ x 10’ space unless you provide other space dimensions on your application. Organizations must provide their own booth set up and shade is recommended. Please bring any tables and chairs you will need. DAAC will NOT be able to provide any additional seating. Groups that complete this application will be accepted ON A FIRST COME, FIRST ACCEPTED BASIS. Once a proposed activity is accepted, space for activities is assigned in the order requests are received. Our goal is no duplicate activities. If you have any questions about the suitability of your activity, or wish to know if someone else is already planning something similar, please call us.

TERMS:
1. Your booth or space MUST BE DECORATED IN ACCORDANCE WITH THE RENAISSANCE THEME.
2. Workers must be in COSTUME. Gypsy or Renaissance costumes are appropriate. Costumes may be rented locally and do not have to be elaborate.
3. There will be NO ELECTRICITY for CHILDREN’S REALM activities or entertainment.
4. FEES: Must accompany your application. Make checks payable to DONA ANA ARTS COUNCIL or DAAC. We encourage free and inexpensive activities.
5. No food items may be sold in the Children’s Realm
6. Booths and activities are to be open and available to the Public during Faire hours: 10:00 a.m. – 5:00 p.m. Saturday, November 2nd and 10:00 a.m. – 4:00 p.m. Sunday, November 3rd, 2019. There is NO EARLY TEAR DOWN.
7. PARKING: Parking space in the Young Park parking lot will not be available for Children’s Realm booth attendants. Volunteers will need to arrive early enough to park in the nearby areas or the shuttle bus parking lot located at the SW corner of Mesilla Valley Mall. Please notify your volunteers about available parking. Thank you for your cooperation.
8. It is the responsibility of the CONTACT PERSON of your organization to communicate these terms to your booth attendants and volunteers.
**SET UP AND TEAR DOWN:** Booths and activities are to be set up, taken down and staffed by your organization.

1. **Set up** time is 1:00 – 5:00 p.m. Friday, November 1. When you arrive to set up, please check in with a DAAC staff member at the CHILDREN’S REALM Information Tent. Your space location will be assigned. **DO NOT SET UP UNTIL YOU RECEIVE YOUR EXACT LOCATION.** If it is impossible for you to set up Friday afternoon, you will need to make special arrangements for a set up time Saturday morning **BEFORE 8:00 a.m.** **NO VEHICLES WILL BE PERMITTED TO ENTER THE FAIRE SITE AFTER 9:00 a.m.** Saturday or Sunday mornings.

2. **Tear down** is 4:00 p.m. Sunday, November 3. **NOTE:** Faire hours continue until 4:00 p.m. Sunday and no one will be allowed to remove booth set-ups until that time. **No vehicles will be allowed in the park until after 4:30 p.m. to ensure the safety of Faire patrons.**

3. **Nothing can be removed from your booth area until 4:00 p.m. Sunday. NO Early Tear Down.**

**SECURITY:** Security will be provided Friday and Saturday nights from 6:00 p.m. – 7:00 a.m. However, organizations exhibit at their own risk. The DAAC will not be responsible for damage, theft, or loss of any organizational property during or after exhibition hours.

**CITY REGULATIONS:** The use and consumption of alcoholic beverages is prohibited in City parks with the exception of permitted and approved areas. The City of Las Cruces has asked us to mark SPRINKER HEADS and participants are asked to not run over the sprinkler heads! You will be charged for any damaged sprinkler heads. As part of the Faire you agree to abide by all City licensing and other regulations throughout the weekend.

**ADMISSION:** Admission will be charged for entrance to the Faire. As a participant in the Children’s Realm as a Non-Profit you and one guest will not be charged admission – you will receive two nametags in your vendor packet that will let you into the Faire at no charge. **You MUST wear your nametag at all times in the Faire.** You are allowed a maximum of 10 volunteers. Your volunteers MUST check in with the VOLUNTEER COORDINATOR when entering the park at the volunteer gate. Please fill in the volunteer count space on your application so we may check off your volunteers as they arrive.

**PETS:** No pets in the park, with the exception of service animals.

**DEADLINE:** The DEADLINE for applications for CHILDREN’S REALM activities is **August 15th.** Due to press deadlines, it is impossible to include information about your booth activity if your application is received after the deadline. Spaces will be allotted on a first-come basis, so return your application as quickly as possible.

**MORE INFORMATION:** Call the Arts Council at 575/523-6403 or email: admin@daarts.org