

2024 CONTRACT



An agreement between **WHITEHAWK** and _____ (EXHIBITOR). The undersigned Exhibitor hereby contracts for an exhibition space at Whitehawk Antique Indian & Ethnographic Art Show Santa Fe to be held at Santa Fe Convention Center, Santa Fe, New Mexico on August 9–12, 2024 and agrees to abide by all the terms and conditions set forth in this contract. It is agreed that a deposit shall accompany this contract and that the balance shall be payable according to the schedule below. Failure to make the payments in full when due shall automatically forfeit all privileges and claims the Exhibitor may have, including the forfeit of any deposits or payments previously made.

BOOTH SIGN/WEBSITE LISTING:

BUSINESS NAME: _____ CITY/STATE: _____

EXHIBITOR NAME/S: _____ WEBSITE: _____

BUS. EMAIL: _____ PHONE 1: _____ cell other _____

CONTACT INFORMATION:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTRY: _____

ALT. EMAIL: _____ PHONE 2: _____ cell other _____

CIRCLE BOOTH SIZE (cost calculated at 28.75/sq ft). Gross Receipts Tax will be added to booth cost:

8 x 10' (\$2300) | 8 x 12' (\$2760) | 8 x 14' (\$3220) | 8 x 16' (\$3680) | 8 x 16' back end cap (\$3980) | 8 x 16' front end cap (\$4180) | 8 x 20' (\$4600)

Requested booth location: _____ Specialty: _____ Qty of show announcements: _____

Each vendor MUST HAVE a valid New Mexico CRS # (aka tax ID #) on their application or it will not be accepted by the city. Return all Special Event Applications to us (page 4 of this contract).

This number is Required by State Law, you can apply online here:

https://tap.state.nm.us/tap/_/

NEW MEXICO CRS NUMBER:

(All numbers are 11 digits and begin with 0)

BADGES - List all personnel who require a badge, yourself included.

8 x 10 & 8 x 12 booths - Limit 2 badges

1. _____

2. _____

8 x 14 & larger booths - limit 4 badges

3. _____

4. _____

***Nobody shall obtain a badge solely to shop Early Buyer. All badges must be for personnel working the booth. THIS WILL BE ENFORCED.**

PAPERED HARD WALLS: All walls are 9 ft high with side walls that extend out 8 ft (except where noted on the floor plan).

Please circle your paper color selection:

Black

Light Gray

Dark Gray

Cream

Sand

White

Leaf

Magic Blue

Dark Blue

Forsythia

TABLES: (enter quantity)* No charge, tables are not draped: 6' x 18" table(s) _____ 6' x 30" table(s) _____ 8' x 30" table(s) _____



KRMartindale@mac.com
KRMSHOWS.COM

PO Box 661009
Los Angeles, CA 90066

Kim Martindale
805.340.0384

2024 CONTRACT



SHOWCASES: For a visual see "exhibitor info" page on our website. On-site orders will cost 25% more.

Full Vision (\$275): _____ QTY
18"D x 70"W x 37"H
Two glass shelves,
fluorescent lighting.

4ft LED Case (\$325): _____ QTY
18"D x 48"W x 72"H
Add LED strip lights to shelves for
additional cost: +\$100.00_____

Wall Case (\$425): _____ QTY
18"D x 72"W x 75"H
Eight 14" shelves, LED lighting.
Add LED strip lights to shelves for
additional cost: +\$100.00_____

Tower Case (\$275): _____ QTY
24"D x 24"W x 75"H
Three glass shelves, 3
LED lights in top of
case.

Elite See Through (\$500): _____ QTY
18"D x 72"W x 75"H
Eight 14" shelves, includes LED top
lights, 8 LED shelf lights, & mini
adjustable side lighting.
VERY BRIGHT LIGHTS

See Through (\$350): _____ QTY
20"D x 72"W x 75"H
Eight 14" shelves, LED top Lighting.
Add LED strip lights to shelves for
additional cost: +\$100.00_____

Sketch showcase placement & style. Mark **X** for requested outlet location.

BUSINESS NAME:

EXHIBITOR NAME:

BOOTH #: _____



***Due to wall thickness, interior booth
dimensions are reduced by up to 6 inches.**

Virtual Feb. 22-29, 2024 & May 2-8, 2024



** a separate contract will be sent for the Virtual shows



KRMartindale@mac.com
KRMSHOWS.COM

PO Box 661009
Los Angeles, CA 90066

Kim Martindale
805.340.0384

2024 CONTRACT



LOCATION: Santa Fe Convention Center • 201 W Marcy Street • Santa Fe,

SET-UP HOURS

Thurs., Aug. 8, You will receive a specific load-in time & location closer to the show.

12pm – 4pm (Objects Exhibitor Early Buyer) \$100/person

Fri, Aug. 9, 9am – 4pm, setup continues

12pm – 4pm (Public Early Buyer) \$200/person

SHOW HOURS

Preview Opening: Fri., Aug. 9 | 6pm – 9pm

\$125/person (**benefiting TBD**)

Show Days: Sat. – Sun., Aug. 10 – 11 | 10am – 5pm

Mon., Aug. 12 | 10am – 3pm

\$20/day | \$30/run-of-show (allows entry into Objects show & IAFC)

BREAKDOWN

**Mon., Aug. 12
3pm – 11pm**

***Exhibitors may
not breakdown
before 3pm.**

PAYMENTS: FEB. 1ST: \$500 w/contract APRIL 1ST: 50% Balance due JUNE 1ST: Remainder due

Checks payable to Whitehawk Associates Inc and mail to: PO Box 661009 • Los Angeles, CA 90066

BOOTH INFO:

- All booths have 3 hardwall sides 9' high, carpeting, include electrical outlets, & have overhead lighting. Extra lights are \$25.
- 10' booths come with 2 x 90 watt & 3 x 50 watt bulbs.
- 12' booths come with 4 x 90 watt & 6 x 50 watt bulbs.
- 16' booths come with 6 x 90 watt & 9 x 50 watt bulbs.
- 16' end caps come with 6 x 90 watt & 9 x 50 watt bulbs. In addition each outer wall receives 3 x 50 watt bulbs.
- 20' booths come with 8 x 90 watt & 12 x 50 watt bulbs.
- Extra walls are 4' x 9' & are \$95 each if ordered in advance or \$125 each on-site. With extra walls come a potential charge for extra lighting.
- Lockable closet doors are \$150 ordered in advance or \$175 each on-site.

EXHIBITOR CONTRACT TERMS AND CONDITIONS:

- Whitehawk Associates Inc. (hereinafter referred to as "The Management") will provide the space contracted for including hardwalls, either track or truss lighting, chairs and tables as ordered for the agreed booth rental price.
- The Management reserves the right to determine the eligibility of any Exhibitor or of any product or material to be exhibited. The Exhibitor guarantees the authenticity of any and all items they offer for sale and further unconditionally agrees to fully refund any monies received for any item sold at the show should that item be determined to be a reproduction, fake, or otherwise not authentic.
- The show will be vetted by The Management and their qualified representatives. If The Management deems any item or article(s) to be inappropriate or not in the best interests of the show or to be contrary to law or for any other reason, it reserves the right to order such article(s) to be immediately removed from display and/or sale. The Exhibitor herein agrees to comply with any such order fully and promptly.
- The Exhibitor may not sublet, assign, or share booth space without the prior written consent of The Management.
- All deposits must be paid by the dates agreed to in this contract. Should the Exhibitor fail to adhere to the agreed deposit and payment schedule, their booth space can be forfeited and previously paid deposits become nonrefundable. All fees are to be paid in full on or before registration and set up. Until such time as full payment is made, The Management reserves the right to refuse admittance of Exhibitors or their materials.
- The Management reserves the right to change the location of the show or to alter the floor plan should circumstances make it advisable or necessary. In the event of a change of venue, at least 2 (two) weeks notice will be given the Exhibitor.
- The Exhibitor agrees to have an appropriate State tax number and to have the Certificate available in their booth. The Exhibitor agrees to collect any and all applicable taxes and to submit sales tax forms and returns and make payments as required by law.
- The Management will furnish general security and public liability insurance for the entire show duration. However, The Management does not accept any responsibility for loss, theft, or damage to any property of the Exhibitor by any cause nor is The Management, its officers or agents, to be held accountable or liable for any damages, loss or injury to the person or property of the Exhibitor resulting from any cause, including but not limited to fire, theft, water, or accident. The Management is not responsible for providing insurance to cover any of the above or for any other purpose. The Exhibitor is advised to secure its own individual insurance. The Exhibitor, by agreeing to this contract accepts total responsibility for its exhibit, contents and its safety in relation to any destructive cause, and to injury to the public or other exhibitor which might occur within the confines of the show as well as injury to the Exhibitor, or its employees or agents while in or at the venue, display rooms, or peripheral areas. The Exhibitor also acknowledges and agrees that The Management is not responsible for any losses or damages due to natural or other extraordinary causes, strikes, actions, legal or otherwise, beyond The Management's control. Nor is it responsible for any losses should such acts of God or other extraordinary cause prevent the show from opening or concluding. Exhibitor agrees to indemnify and hold harmless The Management from any and all claims of any kind against The Management arising out of the show.
- The Exhibitor agrees to abide by all pertinent City, State, County, and Federal laws, ordinances, fire and safety codes as well as regulations promulgated by the venue or The Management. The Exhibitor agrees to hold The Management harmless from any liability or damages arising from the failure of the Exhibitor to comply with any applicable laws or regulations.
- The Exhibitor agrees to pay in full for any damage done to walls and equipment owned by The Management or the venue or its equipment caused by the Exhibitor and to indemnify The Management for any expenses incurred as a result of its failure to comply to any provisions of the agreement.
- In any dispute arising over the terms of this Agreement or as a result of the show, the parties agree that any dispute shall be subject to arbitration before the American Arbitration Association in Los Angeles, California and that by executing this agreement they are waiving any right to a jury trial. The prevailing party in any such dispute shall be entitled to recover reasonable attorney fees. If any portion of this agreement is determined for any reason to be unenforceable, the remaining provisions are severable and shall remain in full force and effect.
- The Exhibitor agrees to allow The Management to photograph and film Exhibitor's material to be used for promotional purpose by Management.
- The Exhibitor agrees to not remove, take down, or pack any items in the booth, in preparation for breakdown, until the show has officially ended as stated in the show hours section.

I, the Exhibitor, have read and agree to abide by all of the conditions on all pages of this contract. Receipt of this contract does not guarantee acceptance or exhibition space in any future show managed by Whitehawk Associates Inc.

ACCEPTED & AGREED BY EXHIBITOR: _____ DATE: _____ MANAGEMENT: _____



KRMartindale@mac.com
KRMSHOWS.COM

PO Box 661009
Los Angeles, CA 90066

Kim Martindale
805.340.0384



City of Santa Fe

SPECIAL EVENT LICENSE APPLICATION

P.O. Box 909, Santa Fe, New Mexico 87504-0909

Phone: (505) 955-6551 or (505) 955-6575

ALL INFORMATION ON THIS FORM TO BE COMPLETED BY APPLICANT

Applicant's Name: _____ Business Name: _____

Event Location Address: 201 W Marcy St, Santa Fe, NM 87501
Street City State Zip

Applicant's Mailing Address: _____
Street City State Zip

Artist/Artisan Food Merchandise Special Event Sponsor

Event Name: WHITEHAWK Dates: August 9-12, 2024

CRS GROSS RECEIPTS TAX NUMBER IS REQUIRED TO CONDUCT BUSINESS IN THE CITY OF SANTA FE.

IF YOU DO NOT HAVE A CRS GROSS RECEIPT TAX I.D. NUMBER , PLEASE CONTACT THE STATE OF NEW MEXICO TAXATION AND REVENUE DEPARTMENT AT: (505) 827-0951 OR THE CITY OF SANTA FE AT: (505) 955-6551.

Prior City License Yes No, If Yes, enter License Number: _____

*CRS I.D.# _____

VEHICLE VENDOR'S INTENDING TO SELL FOOD & BEVERAGES MUST ATTACH A COPY OF YOUR STATE OF NEW MEXICO ENVIRONMENT DEPARTMENT PERMIT, TO OPERATE.

Email Address: _____

Phone: _____ Date: _____

Signature: _____

* The gross receipts tax is a tax imposed by the State of New Mexico on persons engaged in business in New Mexico for the privilege of doing business.

FOR OFFICE USE ONLY

Receipt #: _____ Amount: _____

License #: _____ Date: _____