



The El Paso Museum of Archaeology is pleased to announce our ***Dia de los Doggies*** Event on **Saturday, October 25, 2025, from 9:00 AM to 4:00 PM**. We are inviting vendors to participate in this event.

Booth vendors who wish to participate in the *Dia de los Doggies* should complete and submit this application form by 5:00 PM on September 30th. Our Event's objective is to feature original arts & crafts, small family-owned businesses and other non-profit organizations. Load-in will begin at 8:00 AM. Vendor parking will be at the Border Patrol Museum with vendors being issued a parking permit for one vehicle. Vendors will be required to maintain their booths operational for the full duration of the event. Additional logistics, maps and instructions will be distributed via email to the selected participants no later than 5:00 PM on October 23rd.

We are unable to accept vendor applications from franchise, corporate and large businesses.

Selected vendors will be charged a registration fee of \$90* for a booth. All payments must be received by 4:00 PM on October 16th. Fees can be paid by cash, check, or credit/debit card (Visa, Discover or Mastercard) in person at the Museum of Archaeology at 4301 Transmountain Road, or by phone at 915-212-0421 anytime between 9:00 AM - 4:00 PM, Tuesday-Saturday. Booth registration fee includes access to a standard 10'x10' space. Vendors are responsible for providing their own tents, weights, tables, décor, etc. for their booth space. **On-site cooking is not permitted at vendor booths. All vendors are responsible for collecting and paying Texas State Sales Tax as applicable to their product.** You may obtain more information or a tax permit at the State Comptroller's website at: www.window.state.tx.us or by calling 1-800-252-5555. New Mexico residents must apply for a Texas State Sales Tax ID at the local El Paso Comptrollers' office.

Vendor applicants must include a minimum of 3 digital images with this application reflecting what will be sold (handmade, original works are strongly encouraged). Completed application form, photos, and any applicable food handling and licensing permits must be submitted via email to Diane Vera-Ureño at vera-urenoDE@elpasotexas.gov or delivered in person to the Museum by 5:00 PM on September 30th. Late or incomplete applications will not be accepted.

Business Name: _____ Texas State Sales Tax ID: _____

Number: _____

Contact Name: _____

Phone Number: _____ Email: _____

Social Media Accounts: _____

Type of booth (please select: Arts / Crafts / Other) and provide a general description of items to be sold:

By signing this application form, selected participants agree to adhere to all general The El Paso Museum of Archaeology and Museum and Cultural Affairs Department guidelines.

Participant Signature: _____

Date: _____

*Please note the adjusted fee due to City Policies.