



The El Paso Museum of Archaeology is pleased to announce our **2025 Poppies Fest** event taking place on **March 8, 15, 22, and 29, 2025, from 10:00 AM to 3:00 PM**. We are inviting vendors to participate in this month-long celebration with March 8 Reserved for Native American vendors.

**Vendor Booths who wish to participate in the 2025 Poppies Fest should complete and submit this application form by 5:00 PM on February 15th. Vendors are by invitation only.** Our festival's objective is to feature original arts & crafts, small family-owned businesses and other non-profit organizations. **Participants will be selected by a collaborative panel of judges and notified via email.** Load-in will begin at 8:30 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 March 5th.

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

**Selected vendors will be charged a registration fee of \$60 for a booth. Invited food trucks will be charged \$90. All payments must be received by 4:00 PM on March 2nd.\*** Booths & food trucks who have not paid by the March 2nd deadline will have their space given to an alternate vendor. 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. You can also pay online on our website <https://epmarch.org/>. 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. Invited food truck vendors must submit a copy of current food handling and licensing permits with this application. 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](http://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 4:45 PM on February 16th. Late or incomplete applications will not be accepted.**

**\*Early Bird Special: \$100 for BOTH 3/15 & 3/22 paid by ???**

**Please fill out the vendor form on the next page...**



----- Please fill out this form in its entirety -----

<b>Business Name:</b>	
<b>Texas State Sales Tax ID Number:</b>	
<b>Contact Name:</b>	
<b>Phone Number:</b>	
<b>E-Mail:</b>	
<b>Social Media Account(s):</b>	
<b>Type of Booth: (Arts / Crafts / Other)</b>	
<b>Please provide a general description of items to be sold:</b>	

I have attached 3 digital images with this application

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**
