

# 2025 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 8-11, 2025** 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:

#### Lobby & Ballroom:

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

#### Breakout Rooms:

8 x 10' / \$1840 | 8 x 12' / \$2200 | 8 x 14' \$2575  
8 x 16' / \$2945 | 8 x 20' / \$3680

Requested booth location: \_\_\_\_\_ Specialty: \_\_\_\_\_ Qty of show announcements: \_\_\_\_\_

**Each vendor must have a New Mexico GRT# (Gross Receipts Tax) aka BTIN# (Business Tax ID) aka CRS#. This is an 11 digits beginning with zero. The CRS # itself has not changed but Tax & Rev now calls it a GRT# or BTIN#.**

If you have a GRT# (formerly called CRS#), please provide it here:

NM GRT# (aka BTIN# aka CRS#) \_\_\_\_\_

After we have received your GRT#, Whitehawk will submit the information to the city and pay for a Special Event Business License for the duration of the Whitehawk show.

If you need to apply for a GRT#, go to this link:  
[https://tap.state.nm.us/tap/\\_/](https://tap.state.nm.us/tap/_/)

If you need assistance in obtaining a GRT# call 1-866-285-2996 or email [Business.reg@tax.nm.gov](mailto:Business.reg@tax.nm.gov)

**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 (custom colors upon request):

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) \_\_\_\_\_

# 2025 CONTRACT



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

<b>Full View Counter / \$275:</b> _____ QTY 18"D x 70"W x 37"H Comes with top lighting.	<b>Half View Counter / \$275:</b> _____ QTY 18"D x 70"W x 37"H Comes with top lighting.	<b>1/4 View Counter / \$275:</b> _____ QTY 18"D x 70"W x 37"H Comes with top lighting.
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<b>6' Wall Case / \$350:</b> _____ QTY 18"D x 72"W x 76"H Comes with top lighting. Add LED bar lights to shelves for additional cost: +\$125.00_____	<b>6' See Through / \$375:</b> _____ QTY 20"D x 72"W x 75"H Comes with top lighting. Add LED bar lights to shelves for additional cost: +\$125.00_____	<b>5' See Through / \$350:</b> _____ QTY 16"D x 60"W x 76"H Comes with top lighting. Add LED bar lights to shelves for additional cost: +\$125.00_____
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**Tower Case / \$275:** \_\_\_\_\_ QTY  
22"D x 22"W x 76"H  
Comes with top lighting.

**Museum Case / \$275:** \_\_\_\_\_ QTY  
20"D x 30"W x 72"H  
Comes with top lighting.

We have a limited inventory of each style of case. Allocation of cases will be based upon the receipt of your contract.

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

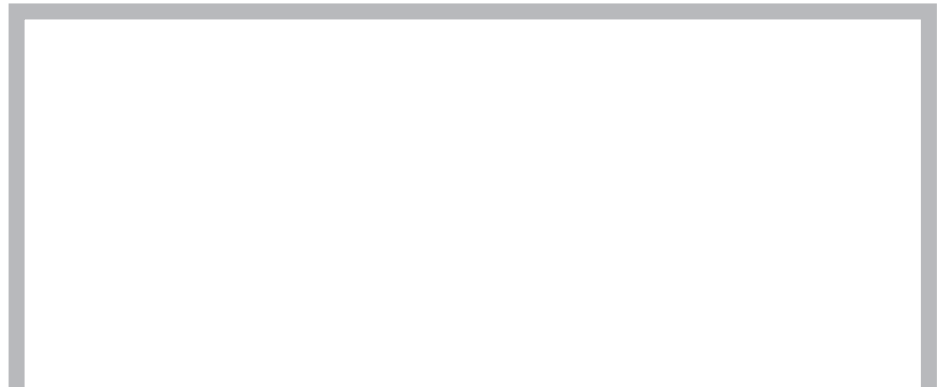
**BUSINESS NAME:**

\_\_\_\_\_

**EXHIBITOR NAME:**

\_\_\_\_\_

**BOOTH #:** \_\_\_\_\_



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



**Virtual Shows:** February 22-28, 2025 & Nov. 9-18, 2025

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

# 2025 CONTRACT



**LOCATION:** Santa Fe Convention Center • 201 W Marcy Street • Santa Fe, NM 87501

## SET-UP HOURS

**Thursday, Aug. 7,** a specific load-in time & location assigned closer to the show. Set-up ends at 6pm.

**Friday, Aug. 8,** Setup continues, 9am – 6pm

**Early Buyers, 12 pm – 4pm / \$200**

Early Buyers welcomed to the Benefit Preview and run of the show.

## SHOW HOURS

**Benefit Preview:** Friday, Aug. 8, 6pm – 9pm  
All dealers welcome. General public / \$125.

**Show Days:** Saturday – Sunday, Aug. 9 – 10 | 10am – 5pm

Monday, Aug. 11 | 10am – 3pm

\$18 / day | \$25 / run-of-show

## BREAKDOWN

**Monday, Aug. 11  
3pm – 11pm**

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

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

Checks payable to **Whitehawk Associates, Inc.** and mail to: PO Box 88 • Santa Fe, NM 87501

## 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:

1. 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.
2. 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.
3. 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.
4. The Exhibitor may not sublet, assign, or share booth space without the prior written consent of The Management.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. The Exhibitor agrees to pay in full for any damage 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.
11. 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.
12. The Exhibitor agrees to allow The Management to photograph and film Exhibitor's material to be used for promotional purpose by Management.
13. 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: \_\_\_\_\_

Production Manager | Stacy Freeman  
info@whitehawkshows.com  
505-477-0609

Whitehawk Associates Inc.  
P.O. Box 88  
Santa Fe, NM 87501

Show Producer | Kim Martindale  
KRMartindale@mac.com  
805-340-0384