



**MUSEUM of  
NORTHERN  
ARIZONA**

*Celebrating the Colorado Plateau*

**Welcome Navajo Festival Artists!**

It is time to plan for the **69th Annual Navajo Festival of Arts & Culture** at the Museum of Northern Arizona (MNA). This year's festival will be held August 2-5, 2018.

**Reminder:** The Museum Shop will be accepting consigned items Tuesday, July 3 through Tuesday, July 31, at 5 pm for sale during the festival. Questions? Call the Museum Shop Manager at 928.774.5213, ext. 238. **Consigned items are not eligible for the juried competition.**

**Important Dates**

Now – June 15: Early Bird Discount	<b>\$200</b> Single artist booth fee <b>\$250</b> Shared booth fee (one table only)
June 16 – July 6	<b>\$225</b> Single Artist booth fee <b>\$275</b> Shared booth fee (one table only)
July 7 – 27: Late Fees Applied	<b>\$250</b> Single artist booth fee <b>\$300</b> Shared booth fee (one table only)
<b>August 2 – 12 pm (AZ time)</b>	<b>Juried Art Competition</b>
<b>August 3 – 2 pm</b>	<b>Booth Set Up</b>
<b>August 3 – 6 to 8 pm</b>	<b>Member Preview &amp; Silent Auction</b>
<b>August 4 – 9 am to 5 pm</b>	<b>Festival Day One</b>
<b>August 5 – 9 am to 5 pm</b>	<b>Festival Day Two</b>

**Please Include**

- Completed application form
- Artist's statement and/or biography
- Signed photo release (see page 4)
- Three photos per medium of your most recent work (electronic images accepted)
- Stamped and self-addressed envelope if you would like your images returned
- Copy of your tribal enrollment card or a copy of a letter from your tribe or agency on official letterhead and signed by a senior tribal official or enrollment specialist, clearly verifying your enrollment (per 1990 Indian Arts and Crafts Act).
- Payment for booth fee including:**
  - Booth Payment fee (based on date mailed)
  - \$25 nonrefundable application fee per artist

**Return pages 3-4 to:**

Heritage Program/Navajo Festival  
Museum of Northern Arizona  
3101 North Fort Valley Road  
Flagstaff, AZ 86001

**For more information, call the Heritage Program office at 928.774.5211, ext. 217, or email Amelia George at [ageorge@musnaz.org](mailto:ageorge@musnaz.org).**

## Booth Information

- Each artist must submit a completed application. Each artist is responsible for paying a \$25 application fee and for separately applying for their own Arizona TPT License (please see included letter for more information). Children 16 and under do not pay fees, but need to fill out an application for MNA records. **Full payment is due with application.**
- Booth Spaces
  - MNA will provide one six-foot table and two chairs for each booth space (including shared spaces). Additional tables (limit one per booth) and chairs may be rented (\$10 for a table, \$2 per chair).
  - Booths (one 6-foot table with 2 chairs) will be assigned on a first-come, first-served basis. Please mark on the map your preferred location (see page 3). Booth assignments subject to availability.
  - Museum volunteers will be available to provide up to 20-minute breaks.
  - All displayed artwork must be for sale and approved for inclusion.
  - **Oversized displays or racks may be charged an additional fee.** Please call the office for details.
  - **Exhibitor booths must be set up for the Member Preview by 4 pm on Friday, August 3.**
  - **Exhibitor booths will open from 10 am to 5 pm on Saturday, August 4 and Sunday, August 5.**
- Shared Booths
  - You may share your booth with only one other selling artist.
  - If sharing a booth, indicate on your application who you are sharing with and how fees are being split/shared.
  - Each artist in a shared booth is responsible for submitting their own application and applying for their own Arizona TPT License.
- A full refund (minus the application fee) is available through July 9.

## General Festival Information

- This is a juried festival and recent photos of artwork (3 of each medium entered) are required.
- All applications will be held to standards and regulations established by the Indian Arts and Crafts Board.
- All displayed artwork must be for sale and approved for inclusion.
- MNA encourages artists to offer a wide variety of price points

## Awards

- The Museum of Northern Arizona “Awards of Excellence” competition is open to any artist accepted into the festival. Each artist may submit up to three items into the competition. More than \$4,000 in prize money and ribbons will be awarded at each festival. Categories include: Best of Show, Fine Art, Youth Art, Emerging Artist, the MNA Spirit Award, and many more. **Items for the competition may be dropped off on Thursday, August 2, at 12 pm (AZ time).** No items will be accepted after 12 pm.
  - Jewelry must be handmade of natural materials and must comply with the applicable federal and state regulations regarding natural materials. Acceptable commercial findings include cones, clasps, hooks/eyes, earring backs, bolo backs, pin backs, tiger tail, and fox tail. Commercially strung pieces will not be accepted.
  - Commercially-made items – t-shirts, mugs, printed items – are not permissible unless they are the artist’s original design.
  - Both traditionally-fired and kiln-fired pottery is accepted, but kiln-fired work must be labeled. Slip cast and commercial green ware will not be accepted.
  - Up to three pieces will be accepted between **9am-12pm on Thursday, August 2 2018**
  - **No art will be accepted for judging after 12 pm**

## Silent Auction

Donating a piece of your work to the Member Preview & Silent Auction is a great way to have your work noticed. On **Friday, August 3, from 6-8 pm**, more than 300 people attend the preview, and the money raised supports the Navajo Festival Awards of Excellence. Silent auction donations are accepted from all artists before 6 pm on Friday May 25. If you are interested in making a donation to the silent auction, please indicate so on page 3 of the application. Thank you for considering this opportunity.

**For more information, call the Heritage Program office at 928.774.5211, ext. 217, or email Amelia George at [ageorge@musnaz.org](mailto:ageorge@musnaz.org).**

(Office use only)  
Date Received:



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## Navajo Festival Booth Application

Each individual artist (including youth 16 and under) must fill out an application

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Tribal ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number/s: \_\_\_\_\_ Email: \_\_\_\_\_

Arizona Tax License No.: \_\_\_\_\_

(Call 1(800)843.7196 for more information)

Artwork/medium to be sold: \_\_\_\_\_

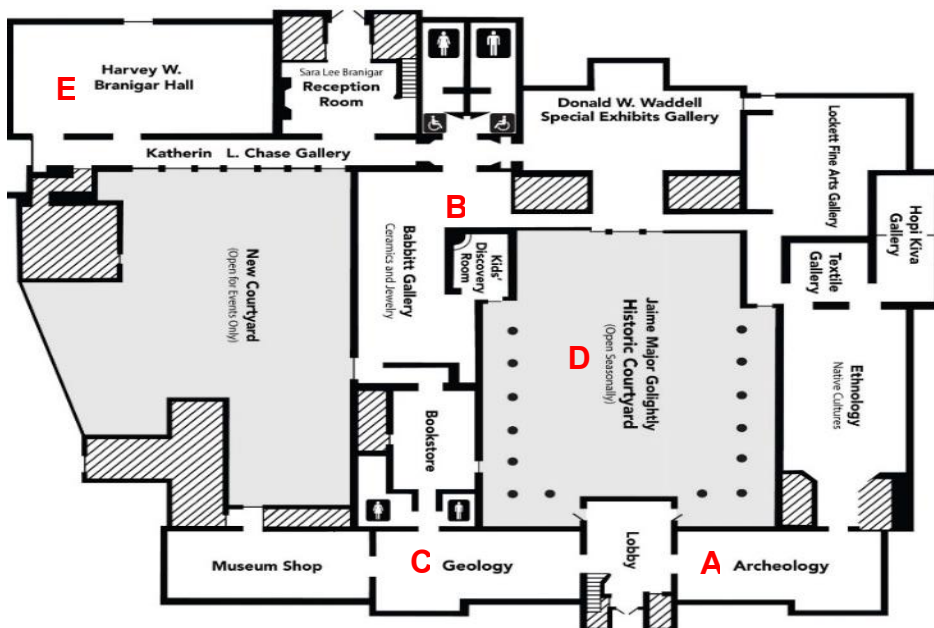
- YES, I will donate an item to the Member Preview auction
- YES, I would like an electrical outlet (*Extension cords and lamps must be provided by artist*)
- YES, I am sharing this booth with (limit 1): \_\_\_\_\_  
(Each individual artist must fill out an application)

**Number your choices for booth space 1-5 (#1 being your top choice).** Mark location on the map below. Booth requests will be assigned based on availability and the order in which they are received.

*Artists are not permitted to bring additional tables. Note: Food/beverages are not allowed in the galleries.*

\_\_\_ Archaeology Gallery (A) \_\_\_ Babbitt Gallery (B) \_\_\_ Geology Gallery (C) \_\_\_ JMG Courtyard (D) \_\_\_ Branigar Hall (E)

Please note any special requests: \_\_\_\_\_



(Office use only)  
Date Received:

## Navajo Festival Booth Fee Payment

Incomplete applications and payments will not be processed

Name: \_\_\_\_\_

Booth Fee*	Price	Total
Post marked by June 16, 2018	\$175 Single \$225 Shared (Early Bird discount included)	\$
Post marked June 17-July 7, 2018	\$200 Single \$250 Shared	\$
Post marked July 8-28, 2018 Late applications will only be considered if received before June 23	\$225 Single \$275 Shared (Late fee included)	\$
Application fee (non-refundable)	\$25 <u>per artist</u>	\$
Extra Table (6 foot)	\$10 each	\$
Extra Chair	\$2 each	\$
*Booth fee includes one 6-foot table and 2 chairs		Total \$ _____ (Application + Booth Fees)
Return pages 3-4 to: Heritage Program/Navajo Festival Museum of Northern Arizona 3101 North Fort Valley Road Flagstaff, AZ 86001	Payable to: Museum of Northern Arizona  <b>NO CREDIT CARDS OR PERSONAL CHECKS ACCEPTED</b>	Payment  <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash

### Photo/Video Release

(Please sign for permission for you or your artwork to be photographed by MNA)

I authorize the Museum of Northern Arizona to take photographs of me or videotape me and/or my artwork during the Heritage Program for any purpose the Museum, a nonprofit corporation, deems necessary and appropriate for use in publicity, publication, promotion, and/or advertising, with or without individual name(s). I am the artist (or a representative of the artist), of legal age, and have the right to enter into a contract in this matter. I have read this authorization and release, and understand its contents.

Signature \_\_\_\_\_

**I DO NOT** give permission for me or my work to be videotaped/photographed. Signature \_\_\_\_\_

#### Business Use Only

Artist Name: \_\_\_\_\_

Application Fee: \$ \_\_\_\_\_

Booth Fee: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

\_\_\_\_\_ Cashier's Check

\_\_\_\_\_ Money Order

\_\_\_\_\_ Cash

Application date received \_\_\_\_\_ by \_\_\_\_\_



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**Attention Festival Artist:**

Beginning January 2017, the State of Arizona took over the administration and collection of all Transaction Privilege Tax (TPT) for all Arizona cities. All vendors wishing to do business in Arizona must now apply through the state to obtain a state TPT license, as well as a TPT license for each municipality it wishes to do business in.

To help offset the cost of licensing with the state, MNA has lowered booth fees for its 2018 festivals and the Museum is also no longer required to collect the \$15 City of Flagstaff Special Event TPT fee from each artist as it has in previous years.

The necessary form is the State of Arizona Form JT-1, Arizona Joint Tax Application. This form is to be filed with the State of Arizona, **not** sent to MNA with your festival application. Any TPT applications sent to the Museum will be shredded for your protection. We have been told it can take several weeks for the state to process an application, so we encourage you to apply well in advance of your festival if you do not already have a state issued TPT license which includes the city of Flagstaff.

Please note: Both the State of Arizona and the City of Flagstaff have the right to audit any event & check for proper licensing of vendors. We encourage you to have your license with you at your booth during the festival weekend.

Additional information regarding this change can be found on the State of Arizona Department of Revenue website [www.azdor.gov/TransactionPrivilegeTax\(TPT\)](http://www.azdor.gov/TransactionPrivilegeTax(TPT))

Sincerely,

A handwritten signature in black ink, appearing to read 'Amelia George'.

Amelia George  
Marketing and Public Programs Manager  
928.774.5211 x217  
ageorge@musnaz.org