



**MUSEUM of
NORTHERN
ARIZONA**

Celebrating the Colorado Plateau

Welcome Festival Artists! 15th Annual Celebraciones de la Gente

The Museum of Northern Arizona (MNA) and Nuestras Raíces invite you to participate in the **15th Annual Celebraciones de la Gente**, A Lively Day of the Dead Festival, to be held **October 20 & 21, 2018**.

Important Dates

Now – August 3: Early Bird Discount	\$75 Single artist booth fee \$110 Shared booth fee (one table only)
August 4 – September 28	\$100 Single Artist booth fee \$135 Shared booth fee (one table only)
September 29 – October 12: Late Fees Applied	\$150 Single artist booth fee \$185 Shared booth fee (one table only)
October 19 – 2 pm	Booth Set Up
October 20 – 9 am to 5 pm	Festival Day 1
October 21 – 9 am to 5 pm	Festival Day 2

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 valid Arizona State TPT License
- Payment for booth fee including:**
 - o Booth Payment fee (based on date mailed)
 - o \$25 nonrefundable application fee per artist

Return pages 3–4 to:

Heritage Program/ Celebraciones
Attn: Museum of Northern Arizona
3101 North Fort Valley Road
Flagstaff, AZ 86001

For more information, call 928.774.5211, ext. 217, or email Amelia George at ageorge@musnaz.org.

Booth Information

- Artists are invited to apply for one of 20 booth spaces.
- Each artist must submit a completed application with a copy of a valid Arizona State TPT License and each artist is responsible for paying the \$25 application fee. 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 purchased.
 - Booths (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 locations 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 will open from 9 am to 5 pm on Saturday, October 20 and Sunday, October 21.**
- 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 with payment of \$15 City of Flagstaff Special Events Fee and \$20 application fee.
- A full refund (minus the application fee) is available through September 29.

General Festival Information

- This is a juried festival and recent photos of artwork (3 of each medium entered) are required.
- All displayed artwork must be for sale and approved for inclusion.
- MNA encourages artists to offer a wide variety of price points.

Silent Auction with Nuestras Raíces

- Artists are encouraged to donate one of their works to the Member Preview Silent Auction
- Funds raised from the Silent Auction will provide support for Nuestras Raíces.
- Nuestras Raíces is dedicated to promoting Mexican/Mexican American/Hispanic culture through educational events, gatherings, and the performing arts. To further this purpose, the organization draws on Northern Arizona family histories, talents, photos, and traditions as tools for cultural transmission to the people of Northern Arizona.

Important Notice:

- Effective 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.
- The museum will no longer collect the City of Flagstaff \$15 Special Event TPT fee from each artist as it has in previous years.
- Included with your 2018 MNA festival application is a printout of the State of Arizona Form JT-1, Arizona Joint Tax Application. This form is to be filed with the State of Arizona, **not** sent back to MNA with your festival application. 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.
- Both the state and the City of Flagstaff have the right to audit an event to check for proper licensing of vendors, so we encourage you to have your license with you at your booth during the festival weekend.
- Additional information can be found on the State of Arizona Department of Revenue website [www.azdor.gov/TransactionPrivilegeTax\(TPT\)](http://www.azdor.gov/TransactionPrivilegeTax(TPT))

Date Received:

Celebraciones Booth Application

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

Name: _____

Social Security Number: _____

Address: _____

Phone Number/s: _____ Email: _____

Arizona Tax License No. (Required): _____
 (Call 1(800)843.7196 for more information)

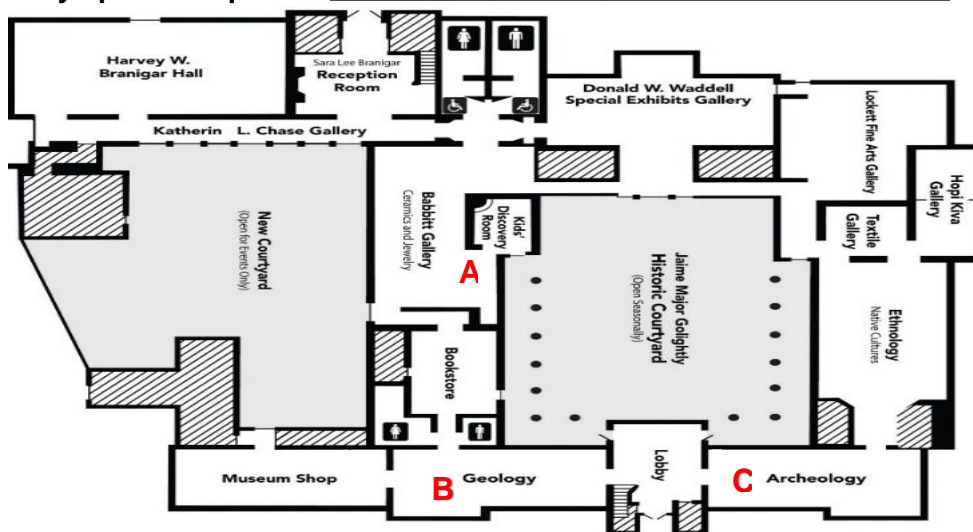
Artwork/medium to be sold: _____

- YES, I will donate an item to the Member Preview silent 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 1-3 (#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.*

___ Babbitt Gallery (A) ___ Geology Gallery (B) ___ Archeology Gallery (C)

Please note any special requests: _____



Date Received:

14th Annual Celebraciones de la Gente

BOOTH FEE PAYMENT

Incomplete applications and payments will not be processed

Name: _____

Booth Fee	Price	Total
Post marked by Aug. 3, 2018	\$75 Single \$110 Shared (Early Bird discount included)	\$
Post Marked Aug. 4-Sept. 28 2018	\$100 Single \$135 Shared	\$
Post marked Sept. 29- Oct. 12, 2018 Late applications will only be considered if received before October 12	\$150 Single \$185 Shared	\$
Application fee (non-refundable)	\$25 per artist	\$
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/Celebraciones Museum of Northern Arizona 3101 North Fort Valley Road Flagstaff, AZ 86001	Make payable to: Museum of Northern Arizona NO CREDIT CARDS OR PERSONAL CHECKS ACCEPTED	Payment <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash

Photo/Video Release

I authorize photographers for MNA to take photographs of me or videotape me and/or my artwork during the 2017 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 _____ Date _____

I DO NOT give permission for me or my work to be videotaped or photographed.

Signature _____ Date _____

Business Use Only

Artist Name: _____

Application Fee: \$ _____
Booth Fee: \$ _____
Total: \$ _____

_____ Cashier's Check
_____ Money Order
_____ Cash

Application date received _____ by _____