

Welcome Festival Artists!

16th Annual Celebraciones de la Gente

The Museum of Northern Arizona (MNA) and Nuestras Raíces invite you to apply for one of 25 vendor booths at the **16th Annual Celebraciones de la Gente**, a lively Day of the Dead Festival, to be held **October 26 & 27, 2019**.

New this year: There will be no members preview on Friday evening, instead, the Museum, including all vendor booths will remain open until 8 pm on Saturday, October 26th for *The Courtyard after Dark*

Important Dates

Now – September 27	\$100 Single Artist booth fee \$135 Shared booth fee (one table only)
September 28 – October 16: Late Fees Applied	\$150 Single artist booth fee \$185 Shared booth fee (one table only)
October 25 – 12 pm Noon	Check-in and Booth Set Up
October 26 – 10 am to 8 pm	Festival Day 1
October 27 – 10 am to 5 pm	Festival Day 2

Please Include

- Completed application form
- Signed photo release (see page 4)
- Valid Arizona State TPT License Number
- For first time Artists:
 - Artist's statement and/or biography
 - Three photos per medium of your most recent work (electronic images accepted)
 - Stamped and self-addressed envelope if you would like your images returned
- Payment for booth fee including:**
 - Booth Payment fee (based on date mailed)
 - \$25 nonrefundable application fee per artist

Important Notice:

- All vendors wishing to do business in Arizona must 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 apply for your license, please visit this website <https://www.aztaxes.gov/Home/WelcomeRegister> and complete a 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.

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 25 booth spaces.
- 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. Children 17 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 will be open from 10 am to 8 pm on Saturday, October 26, and 10 am to 5 pm on Sunday, October 27.**
- 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 only if cancelation is submitted in writing 30 days prior to the Festival. No refunds will be issued for cancelations made after 29 days or sooner to the Festival date.

General Festival Information

- This is a juried festival and recent photos of artwork (3 of each medium entered) are required for artists who are applying for the first time.
- 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 Courtyard After Dark Silent Auction On Saturday, October 26.
- 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.

Date Received:

Celebraciones Booth Application

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

Name: _____

Address: _____

Phone Number/s: _____ Email: _____

Arizona Tax License No. (Required): _____
 (Call 602.716.6181 for more information)

Artwork/medium to be sold: _____

- YES, I will donate an item to the Courtyard after Dark 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 1-4 on the map below (#1 being your top choice). Booth requests will be assigned based on availability and the order in which they are received. **Note: Food/beverages are not allowed in any of the Galleries.**



Celebraciones Booth Fee Payment

Incomplete applications and payments will not be accepted

Name: _____

Booth Fee	Price	Total
Post Marked Now – Sept. 27 2019	\$100 Single \$140 Shared	\$
Post marked Sept. 28- Oct. 16, 2019 Late applications will only be considered if received before October 12	\$150 Single \$190 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

Signature Required:

By signing this document, I acknowledge I have read and understand the information provided on page 2 of this application, and understand submitting this application does not guarantee my acceptance into the festival.

Applicants Signature: _____ Date: _____

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 film 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 filmed/photographed.

For MNA Office Use Only

Artist Name: _____

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

Cashier's Check
 Money Order
 Cash

Date Received: _____