



MUSEUM of
NORTHERN
ARIZONA

Celebrating the Colorado Plateau

Welcome Festival Artists!

We invite you to apply to this year's **2020 Heritage Festival** at the Museum of Northern Arizona (MNA). This year's festival will be held September 12 – 13, 2020.

Reminder: The Museum Shop will NOT be accepting consigned items at this time.

Important Dates

Now – August 21	\$200 Single artist booth fee \$300 Shared booth fee (one table only)
September 12 – 10 am to 5 pm	Festival Day One
September 13 – 10 am to 5 pm	Festival Day Two

Please Include

- ☐ Completed application form
- ☐ Artist's statement and/or biography
- ☐ Signed photo release (see page 4)

If this is your first time applying, please also include:

- ☐ 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 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 PAGE 3-4 TO:

Public Programs

Museum of Northern Arizona

3101 N. Fort Valley Road, Flagstaff, AZ 86001

Important Notice:

Due to the large number of artists participating at this year's festival we will be transitioning vendor booths outside. All artist vendors are encouraged to provide their own 10x10 canopy or easy-up for comfort and weather protection.

There will not be a juried competition for the 2020 festival season.

All vendors wishing to do business in Arizona must apply through the state to obtain a state TPT license. 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 the event if you do not already have a state issued TPT license which includes the city of Flagstaff. Your TPT application must be filed with the State of Arizona, not sent back to MNA with your festival application. 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
<https://www.aztaxes.gov/Home/WelcomeRegister>

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 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).
 - 10x10 Booth spaces (one 6-foot table with 2 chairs) will be assigned on a first-come, first-served basis. Booth assignments subject to availability.
 - 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.
 - **All artist vendors are encouraged to provide their own 10x10 canopy or easy-up for comfort and weather protection.**
 - **Exhibitor booths will open from 10 am to 5 pm on Saturday, September 12 and Sunday, September 13, and a special Members Preview will be held from 9 am to 10 am on Saturday, September 12th.**
- 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

- 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.

For more information, call the Heritage Program office at 928.774.5211, ext. 217, or email Amelia George at ageorge@musnaz.org or Darvin Descheny at ddescheny@musnaz.org ext 267.

2020 Heritage Festival Booth Application

Each individual artist (including youth) must fill out an application. Incomplete applications will not be processed.

Name: _____

Tribal Affiliation & ID Number: _____

TPT ID #: _____

Address: _____

Phone Number/s: _____

Email: _____

Artwork/medium to be sold: _____

☐ YES, I will have artist panels, clothing racks, or other large display fixtures

☐ YES, I am sharing this booth with (limit 1): _____
(Each individual artist must fill out an application)

Booth Fee*	Price	Total
Post marked by August 21, 2020	\$200 Single \$300 Shared	\$
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 Museum of Northern Arizona 3101 North Fort Valley Road Flagstaff, AZ 86001	Payable to: Museum of Northern Arizona NO PERSONAL CHECKS ACCEPTED	Payment: <input type="checkbox"/> Cashier's Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash <input type="checkbox"/> Card Name on Card: _____ Card Number: _____ Expiration Date: _____ Security Code: _____ Billing Address: _____

Signature Required:

By signing this document, I acknowledge that I have read and agreed to uphold the policies outlined in this application and understand that this does not guarantee my acceptance into the festival. By participating in this event, I authorize the Museum of Northern Arizona to take photos of me and my work for marketing and archival purposes. 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: _____

Artist Name: _____

Application Fee: \$ _____

Booth Fee: \$ _____

Extras: \$ _____

Total: \$ _____

Date Received: _____

☐ Cashier's Check

☐ Money Order

☐ Cash

☐ Card

For MNA Office Use Only

Date Received: _____