

## Welcome Festival Artists!

We invite you to apply to this year's **2021 Heritage Festival** at the Museum of Northern Arizona (MNA). Held over the course of four weekends, the 2021 Heritage Festival will be a month-long celebration of the beauty and uniqueness of the Native People of the Colorado Plateau.

Native American Artists from the Colorado Plateau region are invited to apply for a vendor/ booth space for one of these four weekends including: July 2nd- 4th, July 9th- 10th, July 16th- 18th, and July 23rd- 25th

**Reminder:** The Museum Shop will NOT be accepting consigned items for this event.

### Important Dates

Accepting applications Now – June 1, 2021	<b>\$200</b> Single artist booth fee <b>\$300</b> Shared booth fee (one table only)
May 31 <sup>st</sup> – Your Arrival	<b>Payment for booths accepted</b>
July 2 <sup>nd</sup> - 4 <sup>th</sup>	<b>Festival Weekend One</b>
July 9 <sup>th</sup> - 10 <sup>th</sup>	<b>Festival Weekend Two</b>
July 16 <sup>th</sup> - 18 <sup>th</sup>	<b>Festival Weekend Three</b>
July 23 <sup>rd</sup> - 25 <sup>th</sup>	<b>Festival Weekend Four</b>

#### Please Include

- ☐ Completed application form
- ☐ Artist's statement and/or biography
- ☐ Signed photo release (see page 3)

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

- ☐ Three photos per medium of your signed or hallmarked and most recent work (electronic images preferred)
- ☐ 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).

#### RETURN PAGE 3 TO:

**Public Programs**  
**Museum of Northern Arizona**  
**3101 N. Fort Valley Road, Flagstaff, AZ 86001**

#### Important Updates:

MNA is taking precautions to make this event safe and prevent the spread of Covid-19 in the community. This includes monitoring the case levels and waiting until near the date of the event to make a final decision on whether it is safe to proceed. We will make a decision by **May 31<sup>st</sup>, 2021**. At that time, we will begin collecting booth and application fees.

We will not be collecting fees until May 31<sup>st</sup>. All artists/vendors will be required to pay all booth and application fees before or during artist check in. **Full payment is due before or upon arrival.**

## Other Important Updates:

To help prevent the spread of Covid-19, we will begin transitioning into using outdoor venues, this includes moving artist booth spaces outside of the exhibit building. Please contact Public Program staff if you require special accommodations.

There will not be a juried competition for the 2021 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 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.
- Artists may only apply for one of 35 booth spaces available each week. Each artist may only apply to sell for one weekend and must indicate preference below.
- Booth Spaces
  - This year MNA will **NOT** providing tables or chairs for artists. **All artist vendors are to provide their own tables and chairs.**
  - Artists may need to provide their own canopy / E-Z UP for an outside vendor space, Public Programs staff will email information to artists with an outside booth.
  - 10x10 Booth spaces 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 Public Programs office for details.
- **Exhibitor booths will open from 10 am to 5 pm each day of the festival weekend, each artist is encouraged to be ready to sell at least 15 minutes before the start of each day of the festival.**
- 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.
- Masks are mandatory on MNA campus for artists, staff, and visitors.
- Please keep your booth space clean and organized. It is your responsibility to provide hand sanitizer and appropriate cleaning supplies for your booth throughout the market weekend.

## 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, contact Darwin Descheny at [ddescheny@musnaz.org](mailto:ddescheny@musnaz.org) or 928.774.5211 x. 267.

## 2021 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: \_\_\_\_\_

**Please number your preference for which weekend you desire 1-4 (#1 being your top choice)**  
Requests will be assigned based on availability and the order in which applications are received.

\_\_\_\_\_ Weekend 1 (July 2<sup>nd</sup> - 4<sup>th</sup>)  
\_\_\_\_\_ Weekend 3 (July 16<sup>th</sup> - 18<sup>th</sup>)

\_\_\_\_\_ Weekend 2 (July 9<sup>th</sup> - 10<sup>th</sup>)  
\_\_\_\_\_ Weekend 4 (July 23<sup>rd</sup> - 25<sup>th</sup>)

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

- ☐ **YES**, I will have artist panels, clothing racks, or other large display fixtures
- ☐ **YES**, I am able to provide my own canopy / E-Z UP
- ☐ **YES**, I am sharing this booth with (limit 1): \_\_\_\_\_

(Each individual artist must fill out an application)

Booth Fee*	Price	Total
Post marked by June 1, 2021	\$200 Single \$300 Shared	\$
Application fee (non-refundable)	\$25 <u>per artist</u>	\$
		Total \$ _____ (Application + Booth Fees)
Return page 3 to: <b>Heritage Program</b> <b>Museum of Northern Arizona</b> <b>3101 North Fort Valley Road</b> <b>Flagstaff, AZ 86001</b>	Payable to: <b>Museum of Northern Arizona</b>  <b>NO PERSONAL CHECKS</b> <b>ACCEPTED</b>	* We will not be collecting fees until May 31 <sup>st</sup> . All artists/vendors will be required to pay booth and application fees before or during artist check in. <b>Full payment is due before or upon arrival.</b>

### 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: \_\_\_\_\_

**For MNA Use Only**

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

- ☐ Cashier's Check  
☐ Money Order  
☐ Cash  
☐ Card

Date Received: \_\_\_\_\_

Initials: \_\_\_\_\_