



Keshi - Loloma - Yá’át’ééh - Dagteh - Gam Yu - G’myuu - Kamathotk - Welcome

This document is only for artists who have been accepted into the 2022 Heritage Festival.

Enclosed are the instructions artists will need in order to participate.
 Read carefully and bring this with you.

Please note that all artists are located outside. All artists should come prepared with adequate equipment.

ALL ARTISTS WITH A SELF-SETUP BOOTH SPACE ARE REQUIRED TO BRING THEIR OWN 10X10 CANOPY, TABLES, AND CHAIRS.

Dates	Times (Arizona)	
Friday, July 1	8am – 11am	Juried Competition Drop Off
Friday, July 1	8am – 2pm	Artist Check-in and Booth Set Up <i>Artists who fail to check in by 2 pm will lose their booth.</i>
Friday, July 1	3pm – 6pm	Members Preview & Award Ceremony Have your booth set up and ready to sell by 3pm.
Saturday, July 2	9am – 5pm	Festival Day 1 Booths must be open from 9 am to 5 pm
Sunday, July 3	9am – 4pm	Festival Day 2 Booths must be open from 9 am to 4 pm

During the festival, volunteers will be available to provide up to 15-minute breaks.

Documents in this packet:

Artist Policies and Regulations Page 2
 Artist Check-In and Booth Setup Information Page 3
 Artist Parking Information and Map Page 4
 Booth Payment (due by July 1)..... Page 5

FAILURE TO READ ALL INSTRUCTIONS MAY RESULT IN LOSS IN PARTICIPATION.

Artist Policies and Regulations

1. Participation in the 2022 Heritage Festival is exclusive to artists making authentic crafts and artwork on the Colorado Plateau. It is the artist's responsibility to obtain a Transaction Privilege Tax (TPT) license from the Arizona Department of Revenue. MNA staff can't assist in this process.
2. All artists must be accepted into the show to receive a booth space, sell artwork, and enter the Juried Competition. Staff will check on booths during the festival for unapproved artists / setups.
3. Artists or their assistants must be present during festival hours.
4. All displayed artwork must be for sale and approved for inclusion.
5. All works displayed and/or offered for sale must be made by the exhibitor and marked with the artists name or hallmark. Any artists found selling in-authentic work will be asked to leave.
6. Exhibitors must comply with the Indian Arts and Craft Act of 1990 for labeling and sales. The use of feathers and fur must comply with all state and federal laws and regulations.
7. This is a fine art and craft show. The sale of stones and other retail items is not permitted.
8. Booth spaces are assigned by a "first apply, first serve" basis. Only the assigned 10'x10' space shall be used. No electrical outlets or Wi-Fi will be available.
9. Fire regulations prohibit the use of fire lanes for displaying art or any non-regulated activities. MNA will heavily enforce this, as this is a serious safety issue.
10. Bullying or threatening behavior against staff, other artists, volunteers, or visitors will not be tolerated and will result in expulsion from the Heritage Festival and exclusion from future festivals.
11. Any artists who are not checked in by 2 pm July 1 forfeit their booth space, without refund.
12. Failure to follow the above guidelines will result in exclusion from future museum programs.

Cancellations

A full refund (minus the application fee) is available only if the cancellation request is submitted in writing at least 30 days prior to the festival. Refunds will not be made for cancellations within 29 days of the festival date.

Failure to check-in by 2:00 pm Arizona time on Friday, July 1 will be considered a non-refundable cancelation and will result in a forfeit of your booth space.

Consignments

The Museum Shop will not be accepting consigned items for sale during the festival. If you have questions, please contact the Museum Shop at 928-774-5211, ext. 238.

Security

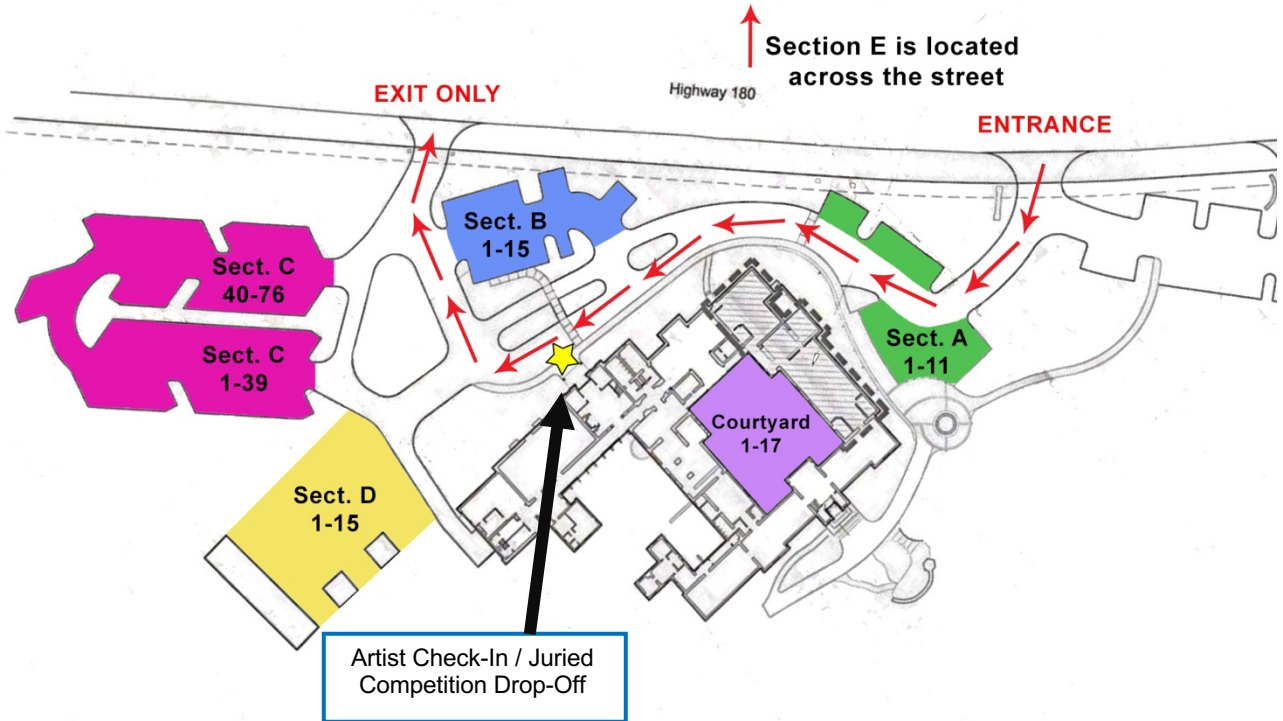
There will be 24-hour security on the museum grounds beginning Friday afternoon. MNA is NOT responsible for any lost, stolen, or damaged artwork.

Wristbands

Wristbands must be worn by you and any assistants throughout the festival weekend. Wristbands will not be replaced if lost or damaged. Additional or replacement wristbands cost \$5 each.

Check-In and Booth Setup Information Friday July 1 from 8 am – 2 pm

- Enter through the southern entrance of the museum and follow the one-way route.
- Temporarily park on the right-side of the one-way lane, leaving room for vehicles to pass.
- Check-in at the North Entrance of the museum. You will receive your artist packet, which includes:
 - Parking pass. This pass must be left visible in the vehicle windshield at all times
 - Two festival wristbands (additional wristbands may be purchased for \$5 each).



Areas are accessible for SETUP from:

- 8am – 2pm, Friday July 1
- 7am – 8:30am, Saturday July 2
- 7am – 8:30am, Sunday July 3

Areas are accessible for LOADOUT from:

- 6pm – 7:30pm, Friday July 1
- 5pm – 7pm, Saturday July 2
- 4pm – 7pm, Sunday July 3

Booth Setup Information

- After checking in, artists will have 15-minutes to unload equipment and artwork. Any vehicle found parked for longer than 15 minutes will be towed at the owner’s expense.
- Artists will then be asked to park across the street in the artist parking area (see map on next page) and take the shuttle back to complete setup.
- Each booth space measures 10 x 10 feet. Your set up must remain within your assigned booth space. If you have oversized displays or racks, contact the Public Programs office in advance to see if arrangements can be made for your set up. You may be charged an additional fee.
- **Artists with a self-setup booth space must bring their own 10’x10’ canopy, tables & chairs.**
- **All booths are required to be set up by 3 pm on Friday, July 1.**

Festival grounds will be **closed to vehicles**

- beginning at 2:00 pm on Friday, July 1.
- beginning at 8:30 am on Sat., July 2 and Sun., July 3.

The festival grounds will **closed to everyone**

- from 8pm Friday to 7 am Saturday
- from 8 pm Saturday to 7 am Sunday.

The grounds will be monitored by security.

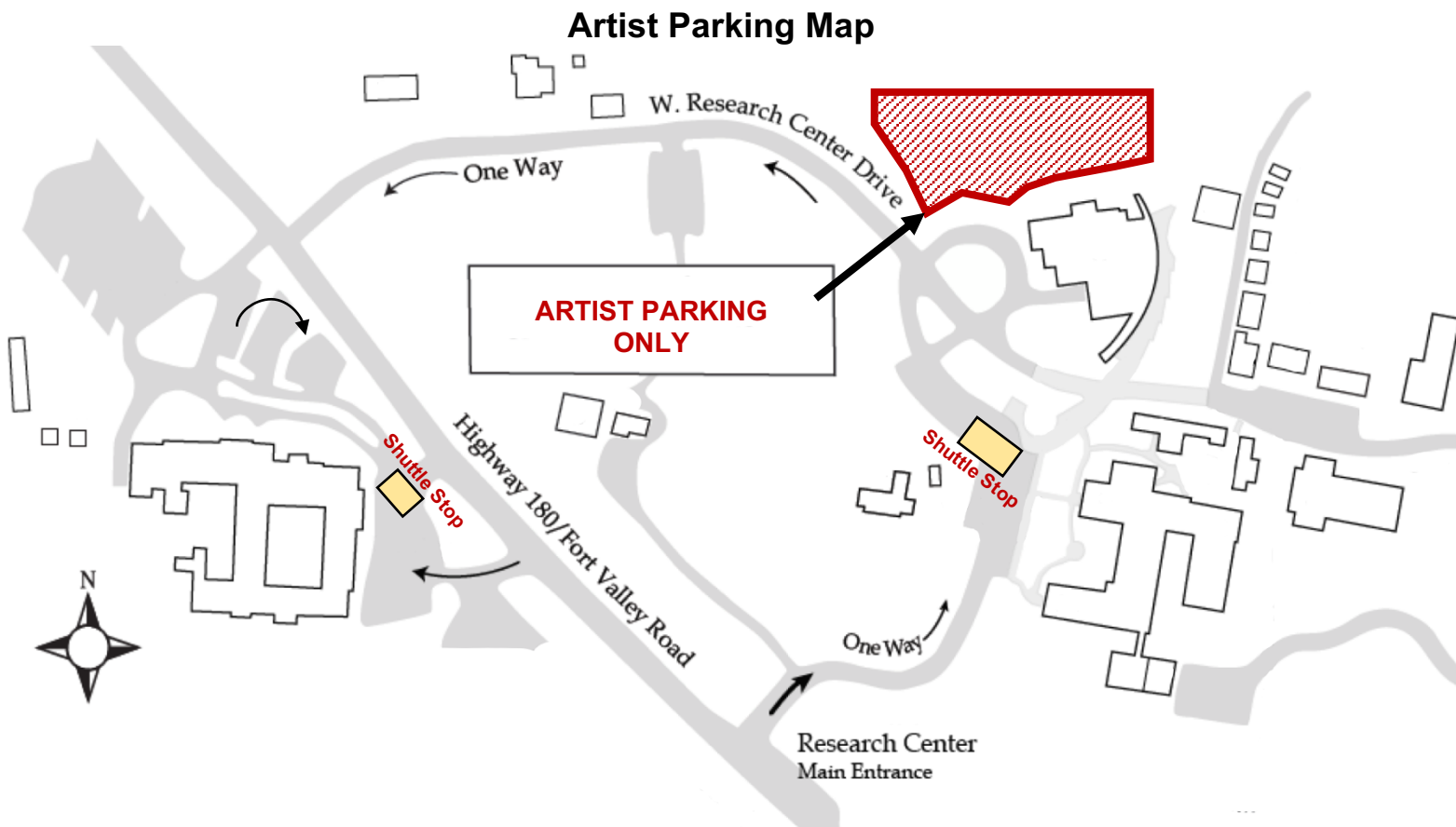
Artist Parking

ALL ARTISTS are to park in the designated artist parking lot on the research campus (map below) during the festival weekend with their parking pass clearly visible on the windshield.

- You will receive your parking permit upon check-in
- After checking in at the North Entrance, artists will have **15-minutes** to unload any equipment and artwork. All artists are then required to park across the street and take the shuttle back to finish setting up their booth.

- There will be a **morning** shuttle:
 - 8am – 3pm, Friday July 1
 - 7am – 9am, Saturday July 2
 - 7am – 9am, Sunday July 3

- There will be an **evening** shuttle:
 - 6pm – 7:30pm, Friday, July 1
 - 5pm – 7pm, Saturday July 2
 - 4pm – 7pm, Sunday July 3



PLEASE NOTE: THERE IS NO OTHER PARKING ON THE FESTIVAL GROUNDS