



MUSEUM of
NORTHERN
ARIZONA

Celebrating the Colorado Plateau

Welcome Nonprofit Organizations! 2023 Heritage Festival Season

We acknowledge the efforts that each of your organizations are working so diligently to accomplish on behalf of the people of the Colorado Plateau and invite you to apply for a booth space at this year's 2023 Heritage Festival at the Museum of Northern Arizona.

Important Dates

Now – February 28, 2023	Accepting Applications
March 31, 2023	Acceptance Notification
May 26, 2023	Booth Payment Due
June 24-25	Heritage Festival Weekend

Important Updates:

- The 2023 Heritage Festival will be held outside.
- The 2023 Heritage Festival will be a juried show. All applications will be reviewed by a jury committee. Vendors and nonprofits will be notified of acceptance by **May 26, 2023**.
- All applications need to be submitted with a non-refundable \$25 application fee. No applications will be considered without this payment.
- **ALL APPLICATIONS ARE DUE BY February 28, 2023**
 - Incomplete applications will not be considered
 - Applications without the \$25 application fee will not be considered
 - All applications must be submitted with the following materials

Please Include

- Fully completed application
- Proof of 501(c)(3) status (if applicable)
- Signed photo release (see page 3)
- Payment for booth fee including:**
 - Booth Payment fee
 - Proof of volunteer registration (if opting for in-kind payment)

Return pages 3–4 to:

Public Programs
Museum of Northern Arizona
3100 North Fort Valley Road
Flagstaff, AZ 86001

Booth Information

For more information, call 928.440.6480, or email Claudine Taillac at ctailac@musnaz.org.

- Nonprofits are welcome to apply for a 10x10 booth space for throughout the festival weekend.
- All nonprofit booths are required to provide their own 10x10 tent and any additional equipment.
 - Chairs and tables are available for rental, please see page 4 for pricing.
- Each organization must submit a completed application.
- Full payment is due with application.

- In-Kind Payment
 - Nonprofit applicants are eligible for in-kind payment volunteer work. Your booth fee will be waived if you can provide volunteers to assist with MNA's volunteer efforts throughout the weekend festival. To apply for in-kind payment, please indicate in the appropriate section on page 3.
 - Must provide volunteers for at least 6 hours of work on both Saturday and Sunday.
 - In-kind payment will only be accepted once confirmation is received from the volunteer coordinator.

- Booth Spaces
 - Booth spaces will be located on the MNA campus, more info to come.
 - There will be no access to power or electricity for majority of vendor booths.

- Payment
 - All vendors will be required to pay a \$25 application fee upon submission.
 - MNA will not be collecting booth fees until vendors have been accepted. **All vendors will be notified of acceptance by May 26.**

- Refund Policy
 - If the withdrawal is made 60 days or more prior to the first day of the event, the organization will receive a 50% refund on the booth fee; if it is made less than 60 days from the first day of the event, no refunds are available as all funds are committed to event production, promotion, and marketing. All refund requests must be made in writing and received by our office via email or mail. Please cite reason for withdrawal.

Select Booth Type

Booth Type	Price	Check your preference
Non-Profit Booth Space 10' x 10' space	\$50	
Extras (optional)		
Table Rental	\$15 each	
Chair Rental	\$5 each	

Application Fee Payment: Must be received by February 28, 2023.

All submitted applications must include a non-refundable \$25 application fee. No applications will be accepted after February 28, 2023. **MNA does NOT accept personal checks.**

Payment Method (check one)

Cash Cashier's Check Money Order Credit Card

Checks Payable to: Museum of Northern Arizona

Credit Card Number

Exp. Date

Security Code

Name as it appears on the card

Signature of Cardholder

***** NOTE: Please send ONLY application fees. DO NOT send booth fee *****

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.

Applicants Signature: _____ **Date:** _____

For MNA Office Use Only

Artist Name: _____

Application Fee: \$ _____

Booth Fee: \$ _____

Extras: \$ _____

Total: \$ _____

Cashier's Check

Money Order

Cash

Card

Date Received: _____