

2018 PUEBLO GRANDE AUXILIARY INDIAN MARKET APPLICATION REQUIREMENTS & PROCEDURES; RULES & REGULATIONS

A. ARTIST ELIGIBILITY AND TRIBAL VERIFICATION:

1. Pueblo Grande Auxiliary Indian Market (PGMA IM) is open to invited artists who can provide proof of enrollment in a federal or state recognized tribe in the U.S. or a First Nation of Canada.

All artists applying will be required to submit verification of tribal affiliation.

2. Artists participating in the PGMA IM must be in compliance with the Indian Arts and Crafts Acts of 1990 which is a Truth-in-Advertising law that protects consumers, Native Americans artists, Tribes and craftspeople. All artists are required to sell their own work and items displayed must be properly identified in accordance with Section E, Standards and Rules Governing Artwork.

B. ARTIST SELECTION PROCESS:

1. Application packets will be sent out to a group of invited artists via internet to those for whom PGMA IM has internet addresses and by postal service for those for whom PGMA IM does not.

2. The 2018 Pueblo Grande Indian Market will be primarily an invitation-only event. However, this does not exclude artists who wish to participate in the Market for the first time. Artists new to the event who have not received an invitation will need to submit documentation as outlined in section D below, items 1-4.

3. No walk-ins will be allowed. In general, applicants will be accepted on a “first-come, first-served basis” although towards the end of the application period, some booth spaces will be set aside in order to try to provide the widest range of artistic medium possible. In general, all invitees will not be subject to the normal pre-screening process although some documentation may be requested if required information is lacking in our existing files. Booths will be assigned only after full payment is received.

4. Artists who apply for admission but who have not been pre-screened and pre-selected will be screened and accepted by the Artist Selection Advisory Committee which oversees the selection process. Artists are selected based upon the artists' consistent, high quality and original work, as well as the medium used and in some cases, the date and time the application and payment to the PGMA IM is received.

a. The Artist Selection Advisory Committee is responsible for maintaining quality standards and for participating in the artist selection process.

C. BOOTH FEE, ASSIGNMENT AND PAYMENT:

1. **The single booth fee is \$275.00 (BEFORE 9/15/18 \$265.00) and the double booth fee is \$550.00 (Before 9/15/18 \$530.00)** Payment must be paid in full prior to artist check-in. No money will be accepted at the check-in tent. Partial payments or “deposits” will not be accepted. This year, in addition to money orders and cashier’s checks, credit cards may be used to make payment. No applications from artists who need to be screened will be accepted after 11/15/18. Pre-screened artists whose application and payment arrives after 11/20/18 will not have their names printed in the official program listings of artists.

2. **Booth Assignment: Booths will be assigned only after payment is received and it will be based on a “first-come, first-served” basis.**

Contact for booth assignment will be:

Lorenzo Clark (602) 368-2746

email: Lorenzoclark083@gmail.com

3. Cancellation policy: Once an artist has been confirmed, there will be **no refunds due to cancellations** for any reason.

D. APPLICATION SUBMITTALS:

1. Completed Application Form and Payment.

2. Images: If not previously submitted, submit a minimum of three (3) slides or photographs with Application and payment. Images will not be returned. Images, application and payment may be submitted electronically.

3. Tribal Affiliation verification documents: If not previously submitted to Pueblo Grande Museum Auxiliary Indian Market, submit Tribal Affiliation documents. If you are unsure, please submit them. This document may also be submitted electronically.

4. Biography: Enclose a short current biography and highlight any awards or outstanding achievements. The biography may also be submitted electronically.

5. Hallmarks: All participating artists must have their hallmark (signature, mark, or stamp) on file with the Pueblo Grande Museum Auxiliary Indian Market. This signature, mark or stamp can be submitted electronically or by postal service with application form.

E. STANDARDS AND RULES GOVERNING ARTWORK:

1. Quality Control: All art displayed for sale is subject to evaluation by the Quality Control representatives throughout the market. The Quality Control representatives may request that any items not meeting the established standards be removed from display. The Quality Control representatives are the sole arbiters of what must

be removed. Artists who do not abide by the directives of the Quality Control representative risk losing their status as an invitee to future PGMA IM's. Additionally, the U.S. Department of the Interior, Arts and Crafts Board will be present on site during the two days of the event to assure that Federal guidelines are being met.

2. Hallmarks: All participating artists must have their hallmark (signature, mark, or stamp) on file with the Pueblo Grande Museum Auxiliary Indian Market. This signature, mark or stamp can be submitted electronically or by postal service with application form.

3. Prohibited Work: No imported, manufactured or mass produced items, such as mouse pads, coasters and magnets are permitted to be displayed and sold. Artists are allowed only two extensions of their work. Also not acceptable are works produced with commercial kits, molds, patterns or prefabricated forms. Christmas ornaments must be individually created, not mass produced.

4. Original Work: All work displayed must be designed and created by the exhibitor. All work must be hand crafted. No dealers or traders are allowed. Tribal guilds or cooperatives may be invited on a periodic basis which will be on an invitation basis only. The artist must be present on-site. Work of other artists regardless of kinship cannot be displayed.

5. Artifacts and Ceremonial Objects: Absolutely no sale or display of prehistoric or culturally sensitive artifacts will be permitted. The Quality Control representative will carefully review and ban any use of the materials, such as raptor feathers or endangered species. Display or sale of ceremonial objects is strictly prohibited.

6. Pottery: Commercially produced pottery, slip molds, and green ware are strictly prohibited. Contemporary pottery forms are acceptable. Hand coiled or wheel thrown works are acceptable. Kiln-fired pots and pots made or decorated with commercial materials must be properly identified.

7. Jewelry: Only handmade jewelry may be sold. Natural turquoise does not need special labeling. Stabilized turquoise and synthetic opal must be properly labeled. Such stabilized turquoise and synthetic opal must be kept separate from the natural stones. No block (turquoise/epoxy resin and dye), fake turquoise, imitation stones, machine made components (except findings) can be used. Also not allowed are non-American Indian made heishi, stamped fetishes, nickel silver, and liquid silver or plated metals. Tribes of those regions that have historically used it can use German silver.

8. Paintings and Drawings: Paintings, drawings and graphics must be matted, framed or shrink-wrapped. No wet canvases will be made available for sale. Paintings on canvas should be framed for its protection.

9. Prints: No xerographic-type mechanical reproductions, laser prints or photographs of original artwork are allowed. Limited edition prints, signed and numbered may not exceed 750.

10. Weaving: Rugs, blankets, belts and purses must be handmade. All natural yarns and dyes are acceptable. Synthetic or acrylic yarn must be properly labeled. No products made from commercial kits or patterns will be permitted.

11. Textiles: Sewing machine work is acceptable. No commercially made clothing, liquid embroidery or products made from kits are allowed.

12. Dolls: Dolls in traditional categories must use materials historically associated with its native culture. Artists are not to display dolls of tribes other than their own tribal affiliation.

13. Bead, Quill and Leather: No plastic pony beads or Grand Canyon "string" beads are allowed. Commercially tanned hide work must be labeled.

F. EXHIBITION AND BOOTH POLICIES:

1. Booth space: Booth dimensions are 10 feet by 10 feet. Artists may erect their own canopy, however it must not exceed assigned dimension. **NO STAKES are allowed as this is an archaeological site.** Weights are required and are to be provided by the artist. If any canopy exceeds its allotted space, the artist will be asked to move it. Booths must be removed and reloaded on vehicles on Sunday by 6pm. Artists are required to bring their own tables and chairs. **There will be no tables and chairs available for rent.**

2. Early Check-in: Artists are encouraged to check in early. The Artist Check-in booth will be open on Friday, December 7, 2018 from 12:00pm until 7:00pm. **The venue on the museum grounds itself does not permit the driving of vehicles to the booth site. Artists must be prepared to cart their equipment and artwork to their selected booth sites. There will be a certain amount of motorized carts with drivers available to assist in moving equipment. The artist is required to sign a waiver against damages if the artist chooses to take advantage of the moving assistance.**

Artists may set up after check-in on Friday. This will alleviate the rush on Saturday morning. All booths must be set up by 8:45 A.M. on each day.

3. Loading, Unloading and Parking: A loading and unloading area is designated for your convenience. Immediately after unloading, you must move your vehicle to its assigned parking lot. Vehicles are subject to towing if not in proper area or if they are blocking entrances or exit lanes. The artist check-in area is located immediately to the west of the museum entrance driveway. Please review site drawing included in artists' packet of information.

Also included in the packet is a zone map indicating each transport cart driver's area of responsibility for transporting goods when final tear-down is in progress. Please note the zone in which your booth is located and only signal the cart with your zone number that you are ready to have your goods transported. This will help make the tear-down process smoother and faster.

4. Booth occupancy and Booth Sitters: All confirmed artists must be physically present during market hours. Providing an alternate sales associate does not constitute artists' presence. Artists needing breaks during the event may request a volunteer booth sitter at the Booth Sitters booth located near the Traditional Cooking Area in the exhibition area. Volunteer booth sitters are NOT allowed to sell art. Artists are limited to 20 minutes away from their booth. Artists that abuse booth-sitter privileges will be denied further assistance from these volunteers.

5. Quality Control: The Quality Control panel will conduct their duties throughout the event. If you, the artist, are asked to remove any items from display, please do so immediately. Any dispute of a product's eligibility or interpretation of the rules must be submitted in writing and will be decided by a majority vote of the Quality Control Committee or their designees whose decisions are final.

6. Pricing items: All artists are strongly advised to place prices on each art item. This will assist customers in readily determining if an item is within their budget range.

7. Fulfillment of Orders: Any artist who does not fulfill prepaid orders by customers on a timely basis risks not being invited back to the Pueblo Grande Auxiliary Indian Market.

8. Business Privilege License Fee and Sales Tax: Each artist is responsible to register with the State of Arizona Revenue (480) 545-3500. Artist should contact the Compliance Officer. Artists must collect, report and pay appropriate State taxes for all items sold at the Market. A copy of the tax form is attached below. It is the artists' responsibility to insure that this form is the one currently in force at the time of the Indian Market. The State may shut down any artist who has not applied or paid appropriate fees.

9. Badges: Artists must wear their own Market badge at all times during the Market. Obtaining services at the Hospitality tent requires the presentation of the badges. Re-admission to the site also requires the presentation of the badges.

10. Security and Waiver: Artists are responsible for their art and booth during the Market. Security will be provided beginning Friday, December 7, 2018 at 12:00 noon through Sunday, December 9 until 7:00pm. including overnight on Friday and Saturday. Pueblo Grande Museum Auxiliary, its agents, employees or volunteers are not responsible for loss, damage, vandalism, casualty, injury or theft.

a. **Safety:** Artists are also required to be responsible for the safety of themselves and their family members. Advise all family members that there are potential hazards on the grounds such as canals, walls, trees, etc. As the canals are a hazard, parents are cautioned to insure that their children do not play in or near the canals.

b. the Pueblo Grande Museum and Archaeological Park is a National Historic site. As such, it is important that all visitors respect the property and do not trespass on areas such as the Mound and the ball court except where paved pathways are provided.

11. Limited Booth Sharing Opportunities: There are two instances whereby artists are allowed to share a booth:

a. Any two artists who work in collaboration to produce a single work of art are allowed to share a booth. In works of collaboration, both or the artists' hallmarks are required to appear on each art item. If items do not have both hallmarks, at the Quality Control representatives' request, the artist will remove the items from their display.

b. A husband and wife are allowed to share a booth if both of their applications are accepted. In certain special cases, the Indian Market chairman may elect to allow parent-child or sibling sharing based on special circumstances. The child or sibling must be less than 18 years of age.

12. Rights Reserved: The Auxiliary reserves the right to assign artists locations in the best interest of the market and reassign booths due to artist cancellations or no-shows. No-shows are those artists who have not set up their assigned booths by the opening times on both days of the market. In general, however, artists will be encouraged to pick their preferred site locations based on available unclaimed sites.

G. PROHIBITIONS:

1. Any artist or performer who is involved in any verbal or physical altercations will be immediately removed from the market site along with their equipment and work and will not be permitted to return. No refunds will be made to those expelled from the market.

2. No pets are allowed on the market grounds, except for dogs assisting persons with disabilities. Artists bringing pets will be asked to leave the grounds and forfeit their booths. No refunds will be made to those who are asked to leave.

3. In the interest of guest safety and enjoyment, the PGMA IM reserves the right to prevent certain items from being brought into the facility. Those items include but are not limited to:

- a. Alcohol
- b. Illegal substances

- c. Food or beverages, except for factory-sealed water bottles.
 - d. Unlawful Weapons
 - e. Pets (except service dogs)
4. The Pueblo Grande Museum and Archaeological Park is a National Historic Site. Anyone who causes harm to the site, plantings, artifacts and structures will be subject to prosecution. As stated previously, staking of tents is not permitted.

H. HELPFUL HINTS:

1. This open air market is held on the grounds of the Pueblo Grande Museum, a City of Phoenix Parks and Recreation Department facility, located at 4619 E. Washington Street, Phoenix, Arizona. Temperatures in the area range from 65 degrees in the daytime to 40 degrees at night in December. Use of warm clothing is advisable.
2. **ATM:** An ATM will be provided on-site. Artists should note that **money will not be exchanged in the Museum gift shop this year.** Artists will either have to bring their own change or use the ATM or use other banking services in the community.