

8th ANNUAL HOPI ARTS & CULTURAL FESTIVAL SEPT. 30th & Oct. 1st, 2017

Vendor Application Deadline August 31, 2017

ELIGIBILITY OF ARTIST

Hopi Arts & Cultural Festival is restricted to artists who are members of the federally recognized Hopi Tribe and can provide proof of membership of the Hopi Tribe.

DEADLINES

1st Deadline: Booth agreement and payment	April 01–June 30st, 2017
Booth assignments are made on a first-come serve basis, based on the receipt of your booth payment in full.	\$ 85.00 NO REFUNDS
2nd Deadline: Booth agreement and payment	July 1st - July 31st, 2017
Booth assignments are made on a first-come serve basis, based on the receipt of your booth payment in full.	\$125.00 NO REFUNDS
3rd Final Deadline: Booth agreement and payment	Aug. 1st - Sept 15th, 2017
Booth assignments are made on a first-come serve basis, based on the receipt of your booth payment in full.	\$150.00 NO REFUNDS

SCHEDULE

Booth: Set-Up and Start Time	Teardown	Festival Schedule
Move in: Saturday 6:30 – 8:00 A.M.		Saturday 9:00 A.M. – 5:00 P.M.
Start Time:	Will stay set up though-out the night	Sunday 9:00 A.M. – 5:00 P.M.
Saturday 9:00 A.M.		
Sunday 9:00 A.M.	5:00 – 6:00 P.M.	

ART EXHIBIT BOOTHS

Each 10' wide x 10' deep booth will not be furnished with any equipment, you will need to furnish your own canopy, table & chairs. Each 5' wide x 5' deep canopy will be provided except for any equipment which you will need to furnish (tables & chairs).

BOOTH DESCRIPTIONS

- **Individual (1 artist) – may show individually created and signed works.**
- **You may share your booth with an invited artist at an additional cost of \$50 per person (Limit 3 to a 10x10 booth & 2 to a 5x5 booth). All artists must meet the eligibility requirements.**
- **All artists must provide a City of Flagstaff Sales tax permit or pay an additional \$15 per artist for a permit for festival week-end.**
- **All Artists will be required to keep booth set-up until 5:00 P.M. Saturday & 5:00 P.M. Sunday.**

ART EXHIBIT BOOTH GUIDELINES

1. **All artists are asked to submit a piece of art for donation to help fundraise for Hopi sponsored program chosen for 2017.**
2. Registered artists must staff their booth during all official Festival hours of operation. NOTE: Artist aides will be available for breaks.
3. At the opening of the Festival, each artist display at least 8 (8) original works of art for sale.
4. No animals are allowed in exhibit booths, except service dogs.
5. Any artist who misrepresents himself/herself or his/her work shall be removed from the Festival and Booth space will not be transferrable.
6. All artists must conduct themselves in a manner that reflects the dignity of the event, and in a manner, that does not embarrass or reflect negatively on the Hopi Arts & Cultural Festival and its participants.
7. Festival reserves the right to prohibit the sale of any item or items deemed inappropriate without refund of booth payment.
8. Festival provides limited security at the Festival Saturday night. It is the responsibility of the registered artist to maintain adequate insurance coverage for the possessions and property in their booth. Festival will not be responsible for any loss, theft, accident or act of nature.
9. **Use of alcoholic beverages, drugs, and/or smoking by artists/exhibitors in Heritage Square or on the Street of Aspen is prohibited.**
10. No Walk-in booths available.
11. No stores or dealers are allowed.
12. If you cancel or are a "no show" you will not be eligible for a Refund.
13. Festival has the right to remove an artist from the Festival who fails to comply with the Festival Guidelines.
14. Festival reserves the right to assign artists locations in the best interest of the Festival and reassign booths due to artist cancellations or no shows. Booth assignments will be given at time of check in at the check-in table.
15. Tables, chairs, canopies, and weights will not be provided. **It is required by the City that you provided weights for each leg of your canopy, or you can/will be asked to remove your canopy.**

ARTWORK RULES AND STANDARDS

1. Artists must display original works of art for sale, created/handmade by the registered artist who occupies the booth. Artist cannot sell work made by someone else.
2. All art is subject to evaluation, if asked to remove an item please do so immediately.
3. Artists cannot display or sell any items that contain materials derived from animals which are considered endangered or might otherwise be considered in violation of Federal or Arizona state laws.

MAIL PAYMENT & APPLICATION TO:

HOPI TRIBE ECONOMIC DEVELOPMENT CORPORATION
 ATTN: LISA TALAYUMPTewa, Events Coordinator
 5200 E. CORTLAND BLVD. STE E200-7
 FLAGSTAFF, ARIZONA 86004

FESTIVAL / CONTACT INFORMATION: <http://www.hopiallnativefestival.com>

Lisa Talayumptewa (928) 522-8675 / HopiFestival@htedc.net

MAKE PAYMENT ADDRESSED TO: Hopi Tribe Economic Development Corporation

8th ANNUAL HOPI ARTS & CULTURAL FESTIVAL

SEPTEMBER 30th & OCTOBER 1st, 2017

Primary Contact Registered Artist (1 application per booth)

Artist Name: _____ E-Mail Address: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Daytime/Cell: _(____) _____ Tribe: _____ **City of Flagstaff Tax I.D. Number #** _____
 Type of Art to be sold: _____ Traditional _____ Contemporary _____

1st Additional Registered artist information – I'm sharing a booth with the following artist. (Invited artist only)

Artist Name: _____ E-Mail Address: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Daytime/Cell: _(____) _____ Tribe: _____ **City of Flagstaff Tax I.D. Number #** _____
 Type of Art to be sold: _____ Traditional _____ Contemporary _____

2nd Additional Registered artist information – I'm sharing a booth with the following artist. (Invited artist only)

Artist Name: _____ E-Mail Address: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Daytime/Cell: _(____) _____ Tribe: _____ **City of Flagstaff Tax I.D. Number #** _____
 Type of Art to be sold: _____ Traditional _____ Contemporary _____

Individual Booth @ \$85 (April 1 st – June 30, 2017)	# _____ Booths	\$ _____
Individual Booth @ \$125 (July 1 st – July. 31, 2017)	# _____ Booths	\$ _____
Individual Booth @ \$150 (August 1 st – September 15, 2017)	# _____ Booths	\$ _____
Additional Artist to share booth @ \$50 per person (limit 3/2 to a booth)	# _____ Artists	\$ _____
City of Flagstaff Sales Tax Permit @ \$15 per person	# _____ Permits	\$ _____
TOTAL AMOUNT DUE		\$ _____

ACKNOWLEDGEMENT

In signing this application form, I do hereby agree to and do indemnify, hold harmless and defend Hopi Arts & Cultural Festival from/against and all liability, responsibility, loss, damage, cost or expenses of any kind whatsoever (including but not limited to cost, interest and attorney's fees) which Festival may incur, suffer, be put to, pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission by applicant. Applicant further agrees that Festival and their respective volunteers and employees shall not be responsible in any way for (1) damage, loss or destruction of any property of applicant or (ii) injury to applicant or its representative, agency, employee, licensees or invitees.

To participate at the Hopi Arts & Cultural Festival, I acknowledge that I am/will be in accordance with the City of Flagstaff requirements. I understand I may be asked to provide document of (1) proof of membership in the Hopi Tribe; (2) proof of a City of Flagstaff Sales Tax Permit if I did not pay the \$15 with application.

In signing this agreement form I do hereby agree and understand Hopi Arts & Cultural Festival, **will not issue refunds for Booth Fees.** Cancellations of booth space will not be transferable or credited to the next year.

Registered Artist Signature _____ Date _____
 Registered Artist Signature _____ Date _____
 Registered Artist Signature _____ Date _____

Festival Office Use Only

Paid by _____ Date _____ Amt. \$ _____ Type _____
 Paid by _____ Date _____ Amt. \$ _____ Type _____

“SEEKING” FOOD VENDOR
2017 8th ANNUAL HOPI ARTS & CULTURAL FESTIVAL
Deadline June 30, 2017

Hopi Tribe Economic Development Corporation is pleased to extend this invitation to you to apply to be a:

- food vendor
- Entertainment

for our Eighth Annual Hopi Arts & Cultural Festival on Heritage Square to be held in September 30th & October 1st, 2017.

FOOD BOOTH SPACE FEE: \$200.00

BOOTH: Booth size is 10x10 and will be assigned to you. Table, chairs, canopies', and weights will **not** be provided.

Please provide the following no later than August 18th, 2017

1. A letter of interest
2. A copy of your Food Handlers Permit
3. Coconino Food Vendor Permit (Coconino County Parks & Recreation Department)
4. A design/sketch of how your booth will be set up, following the COF & Coconino County's guide lines.

Payments are accepted at the Hopi Cultural Center motel desk or mail to:

Hopi Tribe Economic Development Corporation
Attn: Lisa Talayumptewa
5200 E. Cortland Blvd. Ste. E200-7
Flagstaff, Az. 86004

Any questions contact Lisa Talayumptewa at (928) 522-8675 or by email HopiFestival@htedc.net

DATES: Saturday set-up time for booths will begin at 6:30 am and market closing time will be 5:00 pm on Saturday and 5:00 pm on Sunday.

YOU WILL BE REQUIRED TO KEEP YOUR BOOTH UP TILL 5:00 P.M. SATURDAY & 5:00 P.M. SUNDAY.

APPLICATION:

Application dead line will be June 30th @ 5:00 pm no holding of spaces or extension of application dead line will be made.