



2023 Friends of Pueblo Grande Museum Indian Market

APPLICATION REQUIREMENTS & PROCEDURES

RULES & REGULATIONS

A. ARTIST ELIGIBILITY AND TRIBAL VERIFICATION:

1. Friends of Pueblo Grande Museum Indian Market (FOPGM 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 new artists applying are required to submit verification of tribal affiliation.*
2. Artists participating in the FOPGM IM must be compliant 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 FOPGM IM has internet addresses and by postal service for those whom FOPGM IM does not.
2. The 2023 Friends of Pueblo Grande Museum 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 will need to submit documentation as outlined in Section D, 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 to try to provide the widest range of artistic medium possible. In general, previous 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 after Nov. 1, 2023.
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 FOPGM IM is received.
5. The Artist Selection Advisory Committee is responsible for maintaining quality standards and for participating in the artist selection process.

C. **DEADLINES, BOOTH FEE, ASSIGNMENT AND PAYMENT:**

- Monday 5/15/2023: applications are live on the website.
- Monday 10/16/2023: last day for electronic submission (or USPS postmark) of applications for listing in the printed IM materials.
- Friday 12/8/2023: artist set-up, 12:00pm-7:00pm. Potluck Welcome and Dance for artists, families and volunteers at PGM from 6:00-8:00 pm.

1. **The single booth fee is \$225 and double booth fee is \$400.**

Payment must be paid in full with application. No money will be accepted at the check-in tent. Partial payments or "deposits" will not be accepted. Credit cards, money orders and cashier's checks may be used to make payment.

2. Cancellation policy: Once an artist has been confirmed, there will be **no refunds due to cancellations for any reason.**
3. **Booth Assignment: Booths will be assigned after November 1 and only after payment is received.**

No applications from artists who need to be screened will be accepted after 10/16/2023. Pre-screened artists whose application and payment arrives after 10/16/2023 will not have their names printed in the official program listings of artists.

Contact for booth assignment: **Lorenzo Clark (480) 667-8886 or imartist@pueblogrande.org**
(Do not use this phone number or email for electronic payments)

D. **APPLICATION SUBMITTALS MUST INCLUDE:**

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 Friends of Pueblo Grande Museum 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.

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 FOPGM 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 Friends of Pueblo Grande Museum 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. Prints must be signed and numbered; numbers 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.
14. Mixed Media: combines 2 or more of the categories above. Restrictions of each category apply.
15. Diverse Art: Purchased glass beads are allowed. Allowable with disclosure are: nickel and brass beads not made by the artist; rhinestones; commercially manufactured hides and rawhide; and commercially-produced objects that are transformed into a work of art by the hand application of beadwork or quillwork, e.g., tennis shoes, bottles, etc.

All decorative stone, shell or metal elements and shell, glass, or metal beads must be properly identified and comply with the standards for Jewelry in (7) above. Not allowed are plastic or synthetic parts of any kind, e.g., beads, plastic hair pipe, etc.; manufactured, non-Indian made, or die-struck metal charms, buttons, conchos used for ornamental purposes. All sewn items must be designed and sewn by the artist.

16. Open Standards: Work that may defy traditional classification, and even be difficult to understand, but challenges and ultimately broadens the public's understanding of American Indian art. There are no restrictions except: time-based media not allowed unless an integral part of the artwork and not the dominant media.

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 8, 2023 from 12:00pm until 7:00pm. **The venue on the museum grounds itself does not permit the driving of private vehicles to the booth site. Artists must be prepared to transport their equipment and artwork to their selected booth sites. There will be a certain number 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 Saturday and Sunday.

3. Early Departure: Artists may not leave the grounds before the announced ending of the Indian Market each day.
4. 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.

5. 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.
6. 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.

7. 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.
8. Fulfillment of Orders: Any artist who does not fulfill prepaid orders by customer on a timely basis risk not being invited back to the Friends of Pueblo Grande Indian Market.
9. Business Privilege, License Fee, and Sales Tax: Each artist is responsible to register with the State of Arizona Revenue [\(602\) 255-3381](tel:6022553381). 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 ensure 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.
10. 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.
11. Security and Waiver: Artists are responsible for their art and booth during the Market. Security will be provided beginning Friday, December 8, 2023 at 12:00 noon through Sunday, December 10 until 4:00pm. including overnight on Friday and Saturday. Friends of Pueblo Grande Museum, its agents, employees, or volunteers are not responsible for loss, damage, vandalism, casualty, injury, or theft.

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 ensure that their children do not play in or near the canals. 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.

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

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.

Two artists who are married to each other are allowed to share a booth if both of their applications are accepted. 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.

13. Rights Reserved: The FOPGM IM 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 FOPGM IM reserves the right to prevent certain items from being brought into the facility. Those items include but are not limited to:
 - Alcohol
 - Illegal substances
 - Food or beverages, except for factory-sealed water bottles.
 - Unlawful Weapons
 - 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. Artists should note that **money will NOT be exchanged in the Museum gift shop**. Artists will have to bring their own change or use other banking services in the community. There will be no ATM on the premises.