



Smithsonian
National Museum of the American Indian

NATIVE ART MARKET

Washington, D.C. and New York, N.Y.

Saturday & Sunday, December 2 & 3, 2017
(Preview Party Friday, December 1, 2017)

Application Deadline Thursday, August 31, 2017

SALES VENDOR INFORMATION

About the Native Art Market:

The Smithsonian's National Museum of the American Indian ("NMAI") will host the Native Art Market on December 2 & 3, 2017, at two indoor venues (simultaneously) at the National Museum of the American Indian on the National Mall in Washington, D.C., and at the museum's George Gustav Heye Center ("GGHC") in New York City (collectively the "Market").

Held conjointly, the Native Art Market seeks to offer a diverse selection of native art from U.S., Canadian, Central and South American artisans. The market will be publicized to the Washington, D.C., and New York City areas.

To Apply:

Applicants ("Vendor(s)") 18 years of age or older must submit an application online only by **Thursday, August 31, 2017**. Only online applications will be accepted (Please refer to Vendor Application for more details and to apply).

U.S. Vendors:

U.S. vendors applying must provide appropriate documentation/proof that the arts and crafts they are selling are Native American Indian, Aboriginal and/or indigenous made, and may be marketed and sold as such in accordance with the Indian Arts and Crafts Act of 1990, (P.L. 101-644), see <https://www.doi.gov/iacb/act>.

Supporting documentation must be submitted with the Native Art Market Vendor Application.

Foreign Vendors:

Foreign Vendors invited to participate in the Native Art Market either in Washington, D.C. or New York City, who are planning to enter the United States with a B1 business visa, must prearrange for goods to be sold under a consignment arrangement (by written agreement) with a United States agent or representative, who will sell and collect money on behalf of the Foreign Vendor. Neither the B1 business visa, nor any other visa, allows for direct sales of goods by non-immigrant foreign visitors while in the United States.

Selection Process:

The Vendor selection process is determined by committee. Up to 38 Vendors will be selected, per venue, based on quality of their work, regional representation, and ability to have a large inventory with a **variety of price-points (please provide both high and low estimates on application)** for the two-day Native Art Market. DIGITAL IMAGES are required. The Native Art Market Chair will notify all selected Vendors on or before October 6, 2017. All selected Vendors will be required to sign a Market Vendor Agreement as a prerequisite to participating in the Market. The Smithsonian reserves the right, in its sole discretion, to deny access to or withhold selection of any vendor if the Smithsonian believes such selection or access would compromise the Smithsonian's integrity.

Market Set-up Details (Should you be selected):

In Washington, D.C., the indoor market will be held in the Potomac Atrium and other public spaces within the NMAI on the National Mall. In New York City, the indoor market will be held in the Diker Pavilion at the GGHC.

The selected Vendors will be invited to reserve space in either New York City or Washington, D.C. Each Vendor must personally operate his/her space during Market Hours.

- A Special NMAI Member Preview on Friday, December 1, 2017 from 4:00 p.m. to 7:00 p.m. Attendance at the Preview Party is mandatory.
- New York 10:00 a.m. to 5:00 p.m. on Saturday, December 2 & Sunday, December 3, 2017.

- Washington, D.C. 10:00 a.m. to 5:30 p.m. on Saturday, December 2 & Sunday, December 3, 2017.

Market space is limited, and will be granted to no more than 38 individual Vendors (artists) in each venue, one table per Vendor (artist).

Vendors (artists) are expected to staff their own tables (assistants are welcome) and be present during Market hours. Vendors must be the creator of the work being sold. Artist representatives may be present with the artists during Market hours.

Market Fee:

Upon notification of acceptance into the Native Art Market in either New York City or Washington, D.C., each Vendor will enter into a standard Market Vendor Agreement with the NMAI and pay a non-refundable registration fee of \$200 (**only money orders will be accepted and no refunds permitted**). This registration fee will be due from selected Vendors no later than Friday, October 20, 2017.

The Market registration fee includes:

- Right to a presence for two days at the Native Art Market in a space designated by the NMAI
- Use of one 72 in. by 30 in. (approximate size) table with linen table cloth and table skirt
- Use of two chairs
- Electricity: Limited availability. Vendor must request table placement by an outlet with application. These spaces are granted on a first come, first served basis.
- Table signage with the name of the Vendor
- Security presence during Market off-hours. Notwithstanding this service, the Smithsonian will not be liable for losses of or damage to property and equipment contained in the sales area as a result of theft, pilferage, vandalism, action of the elements, or any other cause during Market hours, except those delineated in the Smithsonian Risk Management information.
- Loading Dock access to the NMAI for delivery of goods. Vendors will be provided specific hours for delivery of art into the NMAI. Each Vendor's merchandise will have to be scanned by security upon entrance into the building. This requirement must be strictly adhered to. An inventory list must be supplied to the designated NMAI representative upon delivery of goods to the NMAI.

Note: The GGHC is located in a high security, federal building in New York City and security procedures are strictly enforced. Please note that security is conducted much like it is at an airport. Sharp utensils, etc. are not allowed through security. NOTE: If you have any materials, art objects, or tools that fall into this category, it

will be necessary to make arrangements for delivery with the New York Market Chair. These arrangements **MUST** be made in advance.

- Parking is the sole responsibility of the Vendor. Information (if needed) will be provided with your acceptance letter.

No telephone lines will be installed for the use of credit card machines. Credit cards can be accessed via cell or wireless connections on credit card machines supplied by Vendor.

- Vendors must remain at the market for its entirety. Please make travel plans accordingly.

Each vendor will provide at their own expense:

- Vendors are expected to have a full inventory with a variety of price points (low, medium, and high) for the 2-day duration of the Market.
- An exact inventory list of goods being brought into the NMAI facility.
- Necessary display hardware **appropriate for table size**. (Table presentations are subject to Native Art Market regulations and adjustments of your table may be requested by the Market Chair.)
- Necessary hardware for processing customer payments (e.g., security box for cash, credit card machine, etc.).
- Shipping and transportation of merchandise (to and from the Market venue). The Smithsonian is not responsible for any transportation of art work.
- Maintaining inventory list each day.
- Protection against theft during Market hours. (Risk Management Insurance covers goods after Market closes.)
- Any and all personnel costs for staffing the Vendor's Market space, including salaries, benefits, fees, travel, housing, and other costs for supporting such staff.
- Merchandise should mainly be hand-crafted goods. A **limited amount** of books and printed material, CDs, and other music recordings, DVDs or videos will be allowed, **upon approval of Market Chair. This approval must be given in advance and after samples have been provided.**
- Sound recordings, books, videos and DVDs must feature Native American Indian artists and topics.
- Merchandise may be traditional or contemporary arts and crafts of Native Americans that clearly make use of materials, skills, themes, or aesthetic patterns associated with the history and culture of Native peoples.
- Merchandise **will not** include commercial souvenir items such as t-shirts, bumper stickers, mugs, caps, pens, spoons, etc. If these items are displayed, the Market Chair reserves the right to ask for their removal from the table.

- Merchandise will not include any Smithsonian produced items, or items bearing the Smithsonian logo, name or other marks.
- Vendors will be directly responsible for the payment of any applicable taxes.
- The Smithsonian Market area and equipment must be left in the same condition as existed at the outset of the Market.
- Vendors will not accept money for backfill orders or consignments. (Addresses should be exchanged for follow-up arrangements to be made.) This requirement will be strictly enforced.
- Business cards and artists' promotional materials are permitted on table.
- Vendor shall be responsible for complying with all applicable laws, policies and regulations governing the sale of merchandise including, but not limited to, consumer product safety, labeling (specifically in conformance with the Indian Arts and Craft Act), import (customs), endangered species, agricultural and food products, and intellectual property (trademark, copyright, rights of privacy and publicity).
- In addition to the Market, the Smithsonian Museum Shops will operate during Market hours. If artists are interested in selling in the Smithsonian Museum Shop after the Market closes, contact information will be provided to the artist in the vendor package to be sent after registration.
- All other expenses not specifically stated herein.

Please address all Native Art Market questions to:

NMAI-ArtMarket@si.edu

**NATIVE ART MARKET
Smithsonian Institution
National Museum of the American Indian
One Bowling Green
New York, NY 10004
212-514-3709**