



Smithsonian Enterprises

# Vendor Product Proposal/ Jewelry Submission to Museum Stores National Museum of the American Indian (NMAI)

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Our Museum Stores proudly present Native American crafts, publications, and recordings, which illustrate how different artists present and interpret cultural traditions and/or art forms.

In offering Smithsonian Institution your craft for sale in our Museum Stores, vendor shall be responsible for complying with all applicable laws, policies, and regulations governing the supply of merchandise including, but not limited to, consumer product safety, labeling (specifically in conformance with the Indian Arts and Crafts Act), imports (customs), endangered species and agricultural and food products, and intellectual property (trademark, copyright, and the rights of privacy and publicity).

The Indian Arts and Crafts Act covers the sale of all Indian-made and Indian-style traditional and contemporary arts and crafts produced after 1935. Under the Act, it is illegal to market an art or craft item using the name of a tribe unless the item and its components were actually made by a member of the tribe or an Indian artisan certified by the tribe. For that reason, all products must be marketed truthfully regarding the Indian heritage and tribal affiliation of the creator so as not to mislead the consumer.

Native artisan works currently available in our Stores include:

- Jewelry
- Textiles
- Beadwork
- Toys
- Pottery
- Basketry
- Musical instruments
- Graphics
- Books
- CDs, DVDs, and other media

Native artisans are invited to submit the following materials to be considered for placement in our Museum Stores:

- Completed **Vendor Questionnaire** (*If you have more than one type of craft to be reviewed, a separate questionnaire must be completed and returned for each of the following three categories*)
  - Jewelry
  - Textiles, beadwork, toys, pottery, basketry, musical instruments
  - Books, Graphics, CDs, DVDs, and other media
- Completed **Letter of Authenticity** (*in compliance with The Indian Arts & Crafts Act*)
  - Not required for books, CDs, DVDs, and other media
- **Supporting materials**
  - Artist biography
  - Samples (*optional, as samples will not be reimbursed or returned*)
  - Photographs of the work
  - Pricing

We welcome all submissions. All Questionnaires will be reviewed at the end of each month. If there is an immediate need for your craft, we will contact you using the information from the Questionnaire.

Otherwise, we will send you a letter thanking you for submitting your crafts for consideration, and keep your Questionnaire and product information on file to review when we look for new or additional crafts to place in our Museum Stores.



Smithsonian Enterprises

# Vendor Product Proposal

## Submission to Museum Stores

### National Museum of the American Indian (NMAI)

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#### NMAI Vendor Consideration Questionnaire: **JEWELRY**

- Date: \_\_\_\_\_
- Name of Company/Artists: \_\_\_\_\_  
\_\_\_\_\_
- Name of Tribe: \_\_\_\_\_
- Federal Registration Number: \_\_\_\_\_
- Specialty/Medium (*Examples: bead, metal, inlaid, basketry, ceramics, etc.*): \_\_\_\_\_  
\_\_\_\_\_
- Types of Products (*Examples: earrings, necklaces, belts*): \_\_\_\_\_  
\_\_\_\_\_
- Production capabilities (*How much can you produce in a month; please specify quantities*):  
\_\_\_\_\_
- Pricing: Do you wholesale? Please provide a price range for your products:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Do you offer your goods on consignment? What are your terms? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

➤ What other stores/venues do you sell to? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

➤ What shows do you attend annually? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

➤ What is the best time of year to get product from you? \_\_\_\_\_

\_\_\_\_\_

➤ What is your contact information?

**Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

➤ Are you willing to accept Net 30 terms? *(The goods are sent to Smithsonian and we agree to send payment via check within 30 days of receipt.)* \_\_\_\_\_

➤ If not, what means of payment is acceptable to you? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

➤ Please provide an artist statement and/or biography *(please send via fax or mail)*.

➤ Please send photos of your product line so we can consider it for the assortment within our stores. When reviewing products and vendors, we would like photos to help make our decisions.

➤ **Please send information to either of the following addresses as indicated.**

**By US Mail:**

Lisa Hart  
Buyer  
Smithsonian Enterprises  
P.O. Box 37012 / MRC 513  
Washington, DC 20013-7012

**By FedEx or UPS:**

Lisa Hart  
Buyer  
Smithsonian Enterprises  
600 Maryland Ave, SW  
Suite 6100  
Washington, DC 20024



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# Vendor Product Proposal

## Submission to Museum Stores

### National Museum of the American Indian (NMAI)

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#### Letter of Authenticity

*Covering All Indian-made and Indian-style Traditional and Contemporary Arts and Crafts by any Person in the United States*

In offering Smithsonian Institution your craft for sale in our Museum Stores,

\_\_\_\_\_  
*(Vendor/Artist Name)*

\_\_\_\_\_  
*(Date)*

shall be responsible for complying with all applicable laws, policies, and regulations governing the supply of merchandise including, but not limited to, consumer product safety, labeling (specifically in conformance with the Indian Arts and Crafts Act), imports (customs), endangered species and agricultural and food products, and intellectual property (trademark, copyright, and the rights of privacy and publicity).

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