



Santa Fe Indian Market

SOUTHWESTERN ASSOCIATION FOR INDIAN ARTS

S.F.I.M. 2018 APPLICATION

DEADLINE: FRIDAY, JANUARY 12, 2018

2018 SANTA FE INDIAN MARKET APPLICATION

November 17, 2017

Dear Artist,

Happy Holidays! As we move to the close of a wonderful 2017 for SWAIA and our Summer and Winter markets, we have already shifted our focus toward the production of the Santa Fe Indian Market for 2018. The dates are **August 18th and 19th, 2018**. We are looking forward to our 97th annual, legacy event. Enclosed you will find the ARTIST APPLICATION and INSTRUCTIONS, the CITY OF SANTA FE SPECIAL EVENTS LICENSE APPLICATION, and the YOUTH BOOTH SHARER APPLICATION. **NOTE: The Indian Market Application MUST INCLUDE your Special Events License Application (SELA) or your application will be considered INCOMPLETE.**

PLEASE NOTE: 4 items to note on this year's Santa Fe Indian Market Application:

1. **ALL artists must submit documentation of their Certificate of Degree of Indian Blood (CDIB) or a copy of the front and back of their enrollment card in a federally recognized tribe.**
2. **ALL artists must apply each year and submit images for jurying.**
3. **Three (3) images are needed for each classification you are applying for; Email images to: images@swaia.org OR mail a Disc or USB Thumb-drive to the SWAIA office.**

ALL ARTISTS MUST SUBMIT AN APPLICATION AND IMAGES- An all juried show ensures that the SWAIA reputation for quality, high standards, and fairness remain intact. The finest artists in Indian Country should be showcased at the greatest art market in the world, regardless of age, gender, or tribe. Please submit images of your strongest work, the jurying process is entirely merit-based on images of your work.

Personal Accountability: Please ensure your application is complete! All artists are required to submit the full application, application fee, and images. **We DO ACCEPT hard copies**, but an online application goes directly into the system ensuring that the information we receive is as correct as you input it. If you have any issues regarding your application, please contact the office, our staff would be happy to help. SWAIA is not responsible for applications sent by mail that are delayed, lost, or destroyed. If you are mailing in your application, please send with delivery confirmation or certified mail and keep your receipts. Artists are also responsible for knowing SWAIA Standards and Artist Policies. These can be found on the SWAIA website or available upon request. By applying to Indian Market, you are agreeing to abide by all SWAIA decisions, standards, and policies.

Youth: All youth artists (Age 17 and younger) are required to submit an application. Youths applying alone are required to complete a regular adult application including the City of Santa Fe SELA and submit 3 images. Youth sharing with an accepted adult SWAIA artist are required to only complete the short Youth Sharer application. The City of Santa Fe now requires a SELA from youth artists; for this reason we require a \$10 fee for each youth artist listed under the adult artist who is accepted into Market.

If you have any questions regarding the application, please call. We look forward to your submission!

With Warm Regards,



Dallin Maybee, Chief Operating Officer



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2018 Santa Fe Indian Market Application Instructions

A. Eligibility Requirements

All applicants must present documentation that the artist is an enrolled member of a United States or Canadian federally recognized tribe or Alaskan Corporation in the form of a Certificate of Indian Blood Card (CIB/CDIB), tribal enrollment number and/or Secured Certificate of Indian Status Card (CIS/SCIS). If you have previously shown at Santa Fe Indian Market you still must provide the appropriate documents each year you apply.

B. Application Fee – There are 2 Different Fees depending on whether you apply Online or with a Hard-Copy (Paper) application.

- i. Hard-Copy: Applications and a \$50 (HARD COPY) non-refundable application fee must be postmarked no later than **Friday, January 12, 2018, OR;**
- ii. Online: The online application and a \$35 (ONLINE) non-refundable application fee must be submitted online by **11:59pm Friday, January 12, 2018.**

Please Note: Online form will be available at www.swaia.org. A downloadable PDF will also be on the website, but you must *MAIL (Certified recommended) or HAND DELIVER* that version of the application. Declined credit/debit cards or applications received after 5pm (hard copy)/11:59pm (online) on January 12 are subject to the \$100 late fee (Totals- \$135 online; \$150 hard copy) and this may delay or prohibit your acceptance into Indian Market. SWAIA will also have a computer kiosk set up at the office (M-F, 10am-4pm) to fill out your application if you would like assistance (You must bring 3 images with you).

Please Consider using the online application form. The online form cuts down on the amount of processing required for hard copy applications and cuts down on the potential errors in personal information that happen with hand-processing hard copy applications.

Online Application Fee: \$35.00 (Available in November; please watch your email, our website and Facebook page for details)

Hard Copy Application Fee: \$50.00 (If you mail or hand-deliver a hard copy application to SWAIA, your fee is \$50.00)

*If you have egregious circumstances where you cannot fill out an online application, please contact the office.

Late Applications: Late applications will be accepted until 5pm, Friday, January 19, 2018, however an additional non-refundable late fee of \$100 (**\$135 total online; \$150 hard copy**) is required.

Please make funds payable and MAIL applications to:

SWAIA
PO Box 969
Santa Fe, NM 87504-0969

To HAND DELIVER applications and fee payments our PHYSICAL ADDRESS:

SWAIA
121 Sandoval Street
Suite 302
Santa Fe, NM 87501

C. Booth Preferences

SWAIA has final authority for the assignment of ALL booths, sizes, LOCATIONS, and sharing arrangements. If you do not wish to share, for any reason, SWAIA will not assign a sharer in your booth. If you would like to share, for any reason, please provide the full name of any sharer(s)- they must agree to share. If you would like to share a booth but do not know someone with whom to share, we will gladly find someone. Please also complete the Youth Booth Sharer Application for ALL children that will be selling with you in your booth. As a sharer, you are only responsible for your portion of the booth fee and the artist fee. There is a

maximum of 3 sharers (Not including youth) per booth. Booth fees are NOT due until you have received an official acceptance letter from SWAIA. All sharers must be accepted SWAIA artists.

D. Digital Images

Both Juried and Non-Juried artists must submit images for your work in order to complete your application. Please follow the instructions carefully. Make sure your CD/DVD/USB is clearly labeled. Be sure to also label your data files correctly. We no longer accept slides. If you DO NOT submit images, your application will be considered INCOMPLETE. The quality of your images is critically important. Poorly composed, blurry, busy or images improperly sized will affect your jury scores. If your disc is unreadable, you are responsible for getting SWAIA readable images immediately. The following instructions will assist you in presenting your work in the best way possible.

Acceptable Media:

Email: You can email your images to: images@swaia.org This will be the primary means of online image submission. We must be able to match up your application with the images and descriptions (*Image file name is key*). **You must include Name (Last, First) and Classification(s) on the Subject line.** Please send separate emails **per Classification** you are submitting for, if you are applying for multiple Classifications. File names and size are key to email image submission. With our data space needs we ask that you limit file size for each image to 3 Megabytes or 3MB.

CD/DVD/USB. Please use a CD-R or CD-RW disk to save your images on. *For artists entering in multiple classifications, please submit **SEPARATE** disks for **EACH** classification submissions.* For example, an artist entering into Painting as well as Textiles would submit 2 disks, one disk with painting images, and a 2nd disk with the textile images. Clearly label each classification on each disk.

Save your files as: “Last name, First name01”, “Last name, First name02”, “Last name, First name03” (jpeg), pronounced, “jay-peg.” Make sure the file type is a jpeg.

Labeling of Disk(s)/USB



-----Artist Full Name and last 4#’s of Social Security Number-----

Artist Full Name
Last 4 of SSN
S.F.I.M. 2018

----- Classification AND Santa Fe Indian Market 2017 (SFIM 2017)-----
Example: Class I: Jewelry OR simply labeling Jewelry is acceptable.

Editing: You may NOT edit your image in any way to enhance your artwork. Cropping or resizing your images to meet the size requirements is fine. If your medium is digital photography, resize your final as described above image to meet the requirements.

Photography tips: Digital Camera- using a digital camera instead of scanning a hard copy photograph will give the best results. Digital images will allow you the opportunity to resize your image without losing detail. Set your digital camera to capture images in the high-quality/low compression JPEG format. You will maintain maximum detail. Use a tripod to steady your shot and use a neutral background color (Black or gray is best).

Lighting- Lighting affects images at varying degrees. Use the brightest lights possible. Shoot outside if you do not have full spectrum bulbs.

Disk images- please use a clean disk for your submissions. SWAIA will not sort through hundreds of vacation photos to find your jurying images. Only 3 images are needed. If we find more than 3 images, we will use image #'s 1, 2 & 3 and discard the rest. The more professional and high-res (300 dpi standard) your images are (within size limits – 3MB each), the more chance they will be used by SWAIA for promotional purposes.

E. Santa Fe Indian Market Youth Artists

All youth ages 17 years and younger by August 18, 2018 must apply as either a Youth Sharer or as a Youth Applying Alone. This ensures that the youth artist will be issued an official SWAIA badge and get noted in the Market Guide.

Youth Sharer- Youth Sharer artists may sell their work in their parent’s booth. There is NO application fee for youth Sharers until their relative is accepted, then the \$10 SELA fee per youth must be paid when the booth payment is due.

Youth Applying Alone- Youth artists may also apply to have their own booth without an adult by filling out the standard Indian Market application. Youths Applying Alone must pay the application and booth fee. All youth artists may submit items for judging in the Youth Classification.

F. Artist Collaborations

SWAIA defines a collaborative work as two or more SWAIA artists working together to produce one piece of art. Family groups or individual artists may collaborate. All individual artists must apply individually, but any combination of artists may collaborate. Separate applications for collaborating artists ARE required so that we can adequately track everyone in each booth. Collaborators do not pay the Sharer fees, but each will have to pay the artist fee separately.



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Exhibitor Contact Information: Please Check one - Artist Applicant Youth Applying Alone

First _____

Tribe/Nation _____

All US and Canadian Federally Recognized Tribe/Nations members are eligible to apply

Middle _____

Tribal Enrollment # _____

All Artists MUST submit a copy of their enrollment/CDIB

Last _____

SSN: _____

Address _____

New Mexico CRS Tax # _____

DOB of Youth Applying Alone _____

City _____ State _____

Must be 17 years or younger on 8/18/2018 (Born AFTER 8/19/2000)

Zip code _____

Parent/Guardian of Youth _____

Phone _____ Cell _____

Email _____

Are you a Collaborator? Yes No

(Best way to communicate with SWAIA)

Collaborating with _____

Participation

Please check the classification(s) for which you are likely to exhibit, collaborate, or enter for judging. You MAY select more than one; however, remember to include images and descriptions for EACH classification you plan on entering for judging. See instruction page for assistance. *Class X: Film applicants will have a separate application.*

- | | | |
|--|--|------------------------------------|
| <input type="radio"/> I. Jewelry | <input type="radio"/> V. Sculpture | <input type="radio"/> IX. Youth |
| <input type="radio"/> II. Pottery | <input type="radio"/> VI. Textiles | <input type="radio"/> XI. Basketry |
| <input type="radio"/> III. Paintings/Drawings/Graphics/Photography | <input type="radio"/> VII. Diverse Arts | |
| <input type="radio"/> IV. Pueblo Wooden Carvings | <input type="radio"/> VIII. Beadwork/Quillwork | |

Exhibition Space Preference

SWAIA will do its best to accommodate your preferences, however **SWAIA has final authority on booth assignments.**

Booth Size Preference: 5 ft. X 10 ft. (Small) \$400 (1 artist) 10 ft. X 10 ft. (Large) \$700 (1 artist)

<input type="radio"/> \$600 (2 artists)	<input type="radio"/> \$800 (2 artists)
<input type="radio"/> \$750 (3 artists)	<input type="radio"/> \$999 (3 artists)
	<input type="radio"/> \$1100 (4 artists)

Booth Location Preference: I would like to stay at current location at _____

1st time applicant (N/A) I would like a new location on _____
(i.e. Palace Ave., Old Santa Fe Trail, Plaza, etc.)

Booth Sharers: Yes, I would like to share an exhibition space with the following accepted artists. If you would like a sharer and no names are listed, SWAIA will assign a booth sharer to you. Do not include Youth Sharers here.

1. _____ 2. _____
3. _____

Youth Exhibition Sharers: Youth sharers MUST complete the short application on the back page of this application. There is NO application fee or booth fee for youth relatives sharing an adult space. However there is a \$10 SELA fee upon acceptance per youth. To be considered for a youth fellowship, ALL youths, applying alone or sharing, must submit an image of their work. (Use the instructions for adult image submissions).



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Images and Art Descriptions

Three (3) images are REQUIRED for each classification in which you plan to enter for judging. Use this form (copy more pages if needed). Each image must show a SINGLE piece of artwork. No detail shots are allowed. The artwork depicted in the image must have been completed within the last three (3) years. **ALL Artists are REQUIRED to submit images.**

Image 1 FILE NAME: Artist Last Name: _____ Artist First Name _____ Image Number: _____

Title of Work: _____

Mo/Year Completed _____ Dimensions (HxWxD) _____

Materials _____

Techniques _____

Image 2 FILE NAME: Artist Last Name: _____ Artist First Name _____ Image Number: _____

Title of Work: _____

Mo/Year Completed _____ Dimensions (HxWxD) _____

Materials _____

Techniques _____

Image 3 FILE NAME: Artist Last Name: _____ Artist First Name _____ Image Number: _____

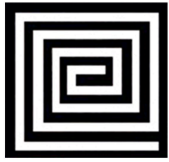
Title of Work: _____

Mo/Year Completed _____ Dimensions (HxWxD) _____

Materials _____

Techniques _____

*******Please Duplicate this Page for Additional Classifications (If Necessary)*******



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Application Fee (Hard Copy)

Please include a \$50 non-refundable application fee. **Applications, if mailed, must be postmarked by Friday, January 12, 2018. On-line Applications must be completed by 11:59 pm on Friday, January 12, 2018.** A late deadline of January 19, 2018 is available, however an ADDITIONAL non-refundable late fee of \$100 (\$150 total) will be assessed. No applications will be accepted after January 19th. Please make funds payable to SWAIA. **SWAIA does NOT accept Cash or personal/business checks.** Credit Card, Cashier's Check or Money Orders only.

Cashier's Check # _____ Money Order # _____

Credit Card Type: Visa Master Card American Express

Credit Card # _____ Expiration Date _____ CSC Code _____

Name as it appears on the Credit Card _____

Signature of Cardholder approving charge _____

*******NOTE: Please send ONLY application fees. Booth fees are NOT due at this time. *******

Application Checklist

- Completed and Signed Application
- Enclosed the non-refundable application fee
- Included my SIGNED City of Santa Fe S.E.L.A. with CRS # – NOTE: Your Application will be considered INCOMPLETE and you will not be able to participate if not included AND signed.
- Include a copy of your tribal enrollment number and documentation (ALL artists)**
- Enclosed or emailed three images and artwork descriptions for EACH classification **(ALL artists)**
- If you have any questions, call the SWAIA office. **505-983-5220**

Exhibitor Declaration:

I have read this statement and attest that I am the artist and that all artwork submitted by me is a true and accurate representation of my work to be sold at the 2018 Santa Fe Indian Market, and that I am an enrolled member of a United States or Canadian federally recognized Tribe/Band/Corporation. I understand by signing this application, I agree to abide by SWAIA's Indian Market Standards and Rules, including but not limited to all work being made by me, or in the case of a collaborative work, by my collaborator and me. I agree to all SWAIA Artist Policies, SWAIA Standards, and I also agree to abide by the rules set by my City of Santa Fe Special Event Business License and State of New Mexico Tax and Revenue Department regarding any and all fees and taxes. I agree that my submitted images can be used by SWAIA for any and all promotional material or other usage deemed necessary by SWAIA. I also agree to all SWAIA decisions and procedures regarding the application process, participation, and booth assignment at Indian Market. My signature further indicates that my application is true and complete.

SIGNATURE: _____ **Date:** _____



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Youth Sharer APPLICATION

DEADLINE: FRIDAY, JANUARY 12, 2018

Complete this information for all youths that will be sharing and exhibiting in your booth. Please limit the number of youths in your booth to three (3). . The City of Santa Fe now requires a SELA from youth artists; for this reason we require a \$10 fee for each youth artist listed under an adult artist who is accepted into Market. Upon the adult's acceptance to Indian Market, the youth SELA fee (\$10) will be due with the Adult exhibitor fee.

No youth fee is due at this time.

Adult Parent/Guardian Exhibitor Contact Information

Last Name: _____ First: _____ Middle: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Youth Sharer Exhibitor Information

Youth 1

Last Name: _____ First: _____ Middle: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Tribe/Nation: _____ Tribal Enrollment #: _____

Date of Birth: _____ SSN: _____

Youth 2

Last Name: _____ First: _____ Middle: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Tribe/Nation: _____ Tribal Enrollment #: _____

Date of Birth: _____ SSN: _____

Youth 3

Last Name: _____ First: _____ Middle: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Tribe/Nation: _____ Tribal Enrollment #: _____

Date of Birth: _____ SSN: _____

2018 CITY OF SANTA FE SPECIAL EVENTS LICENSE APPLICATION

THIS FORM MUST BE RECEIVED WITH YOUR COMPLETE APPLICATION

For questions regarding this Special Events License Application (SELA), call the City of Santa Fe at 505-955-6551. This application must be signed and returned to SWAIA with the rest of your 2016 Indian Market Application.

Contact Information

Name _____ DBA/Business Name _____

Mailing Address _____

SSN: _____

Phone _____ Emergency Phone _____

Artist/artisan Food Merchandise Other

Event Name: **Santa Fe Indian Market** Dates: **August 18 and 19, 2018**

A Combined Reporting System (CRS) gross receipts tax* (sales tax) number is required to conduct business in the City of Santa Fe. If you do not have a gross receipts tax number, contact the State of New Mexico Taxation and Revenue Department at 505-827-0951 or visit <https://tap.state.nm.us/>

By signing this application, the venter agrees to file gross receipts taxes on the sales made within the City of Santa Fe at the special event for which they are participating pursuant to §23-5.2 (L) plaza uses; events; allowed uses.

Prior City License No Yes (If you already have a City License and include number)

CRS Number _____

Contact Person _____ Phone _____

Title _____ Date _____

Signature: /s/ _____

*The gross receipts tax is a tax imposed by the State of New Mexico on persons engaged in business in New Mexico for the privilege of doing business in New Mexico

FOR OFFICE USE ONLY

Control# _____ Amount _____
Receipt# _____ Date _____
License# _____