



# Santa Fe Indian Market

SOUTHWESTERN ASSOCIATION FOR INDIAN ARTS

## *2018 Native Community Enterprise Booth/ Non-Profit Booth*

**Application Deadline: Friday, July 20, 2018**

**Please Print Clearly:**

Name of Organization \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Email address \_\_\_\_\_ Phone # \_\_\_\_\_

Has your organization ever participated at Indian Market? \_\_\_No \_\_\_ Yes If so, what year(s)? \_\_\_\_\_

Please submit the following **REQUIRED** documents with your completed application:

- **One copy of an official document verifying your non-profit status (letter from the Dept. of Treasury)**
- **Pamphlets and/or brochure that describe the services your organization offers**
- **One copy of your Mission Statement**
- **Completed Special Event License Application (PDF on SWAIA website)**

Please briefly describe (below) how your organization provides services to U.S. Federally recognized tribes and First Nations of Canada (100 words or less); unless description is in any of the above documents:

List items you will be handing out at Indian Market:

Printed Information:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Free Items:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

You may email or mail your completed application to:

Email: [lsippel@swaia.org](mailto:lsippel@swaia.org)

Address: Attn. Laura Sippel, Artist Services Zone Manager, SWAIA  
P.O. Box 969 Santa Fe, NM 87504

**Native Enterprise Booths give organizations the opportunity to educate the general public about services available to Native communities.**

**Indian Market Dates & Times**

The SWAIA Santa Fe Indian Market dates and times are: Saturday, August 18th, 7:00am to 5:00pm and Sunday, August 19th, 8:00am to 5:00pm. Non-profit booths are required to set up both Saturday and Sunday during Indian Market.

**Fees**

Application Fee of **\$25.00** is due when applying. Upon acceptance to participate, the booth fee is **\$225.00**. The fee must be received upon acceptance in order to insure your position.

**Eligibility**

Native Enterprises/Non-Profit groups and organizations that provide services to U.S. Federally recognized tribal members and First Nations of Canada are allowed to apply for a booth at Indian Market. Native Enterprises/Non-Profits must submit one copy of their 501c(3) status upon applying.

**Booth Spaces & Location**

Native Enterprises/Non-Profit booths are located outside the Santa Fe Convention Center on West Marcy Street in downtown Santa Fe, north of the Santa Fe Plaza. Booths are 10' x 10' (we supply canopy, poles and two chairs only. Native Enterprises/Non-Profits are required to bring their own internal set up including extra tables, chairs, signage, displays, etc.).

**Sales Not Allowed**

PLEASE NOTE: ABSOLUTELY NO SALES, DISPLAYS OF GOODS FOR SALE, OR TAKING ORDERS IS NOT ALLOWED. These booths are strictly intended for promotional purposes only. Absolutely no exchange of money for goods is allowed. We encourage you to have free hand outs to draw attention to your organization.

**Costs**

Payment of **\$225**, booth fee, is due upon acceptance. **Money Orders, Credit Cards, Business Checks only**. Like all participants in Indian Market, all Non-Profit/Native Enterprises organizations are required to fill out the City of Santa Fe, Special Event License Application, as it is a City of Santa Fe requirement (PDF on SWAIA website).

MISREPRESENTATION OR VIOLATION OF SWAIA RULES & STANDARDS WILL LEAD TO DISMISSAL FROM INDIAN MARKET AND MAY AFFECT YOUR FUTURE STATUS. MONITORS WILL EVALUATE ALL BOOTHS DURING THE EVENT.

Signature indicates that your Non-Profit will comply with the rules set forth by SWAIA Indian Market booths at the 2018 Santa Fe Indian Market. I fully understand that No Sales will occur of any kind.

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Questions? Call the SWAIA office at (505) 983-5220.

Email: [lsippel@swaia.org](mailto:lsippel@swaia.org)

Address: Attn. Laura Sippel, Artist Services Zone Manager, SWAIA  
P.O. Box 969 Santa Fe, NM 87504