## **GETTING STARTED WITH YOUR ONLINE APPLICATION:**

You will need a strong internet connection to access the online application and upload your information and images. We highly recommend collecting all materials listed below before beginning your application as the system times out after 25 minutes.

#### 1. Your body of work (portfolio)

- Artwork Titles
- TITLES AND IMAGES CANNOT CONTAIN REFERENCES TO ARTIST NAME OR OTHER IDENTIFYING TERMS
- Month/Year Completed (must be within the last 3 years).
- **REQUIRED** 3 images of your body of work. (No more, no fewer).
  - Image requirements are listed in this guide and in our FAQs.
- Dimensions of pictured pieces in photography (HxWxD)

#### 2. Tribal Affiliation

#### 3. Tribal Enrollment

- Digital image or PDF of your enrollment paperwork

#### 4. New Mexico GRT/CRS Tax Number

- Don't have one? Get one!: `
https://www.tax.newmexico.gov/businesses/who-must-register-a-business/

#### 5. Booth Request Information

- Booth Size
- Booth Location
- Sharer information (if applicable)

#### 6. Your application fee

#### APPLYING FOR MORE THAN 1 CLASSIFICATION?

Contact Artist Services for information on how to bundle your application fees: artistservices@swaia.org // 505.983.5220

#### QUESTIONS?

We've compiled a list of our most frequently asked questions and put them on our Artist Services Page: https://swaia.org/artistservices/

## **BEGINNING YOUR APPLICATION:**

Once you collect your materials, you will need to use your computer with a strong internet connection to complete our 2025 Artist Application.

#### **ACCESSING THE APPLICATION SITE**

You can access the application by:

1. clicking the "2025 ARTIST APPLICATION" button on the Artist Services page: https://swaia.org/artistservices/

#### WELCOME TO ARTIST SERVICES



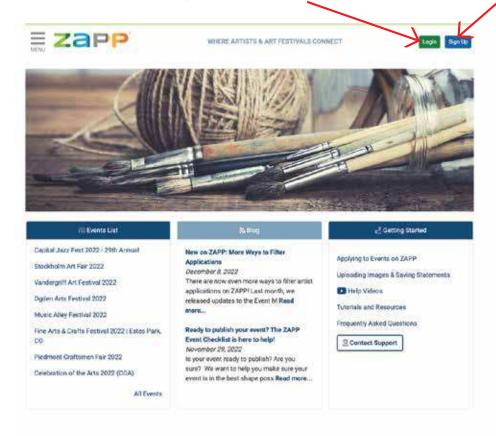
or 2. by typing "www.zapplication.org" into your browser.



#### SIGNING UP AND LOGGING IN:

If this is your first time using ZAPP, you'll need to create account by clicking "Sign Up".

If you've used this site before, you'll need to Login:

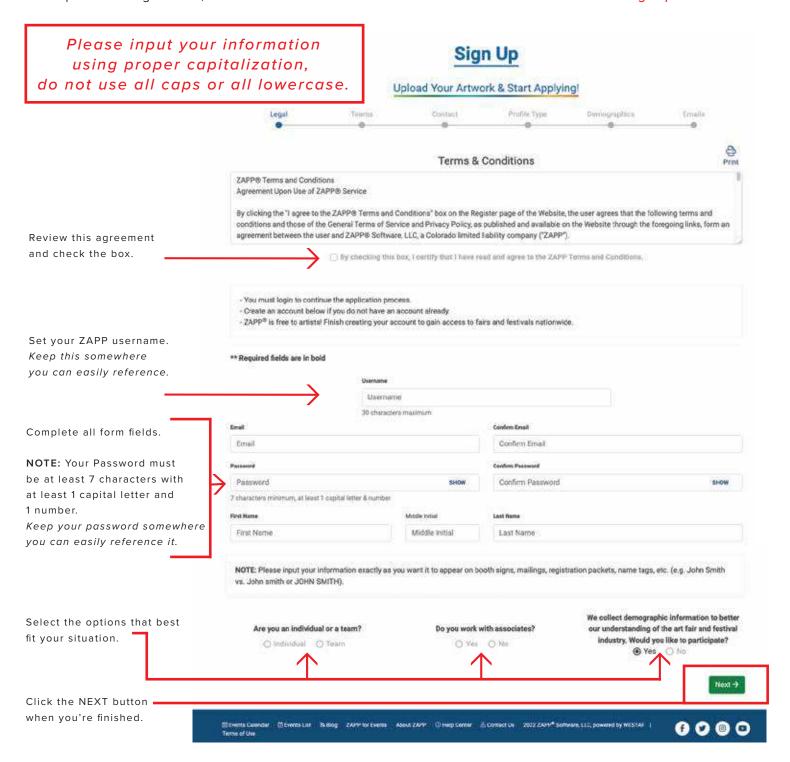


## **USER REGISTRATION**

After choosing "Sign Up", you will be directed to the ZAPP registration form. This will allow you to access the ZAPP site and our application within the site.

#### PLEASE SAVE YOUR USERNAME AND PASSWORD.

If you lose your login credentials, you will need to do a 'forgot password' or 'forgot username' request through ZAPP, NOTE: SWAIA Artist Services cannot assist with the ZAPP login process.

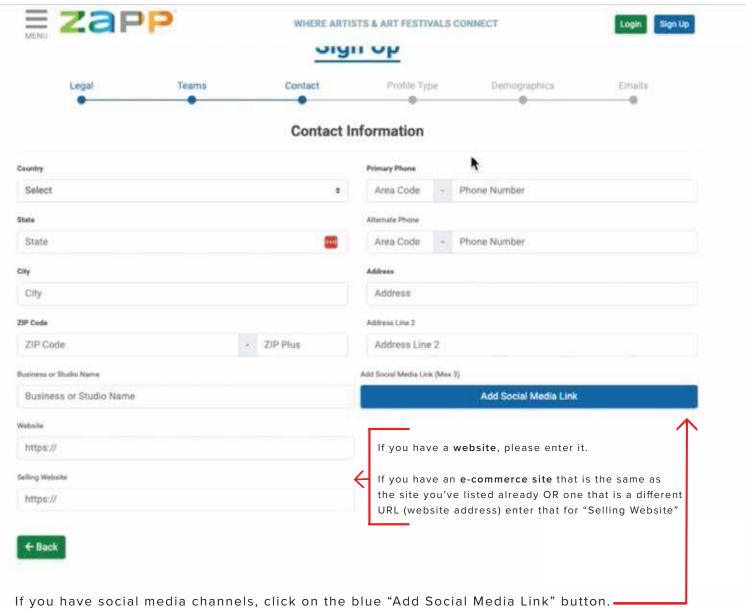


## **CONTACT INFORMATION**

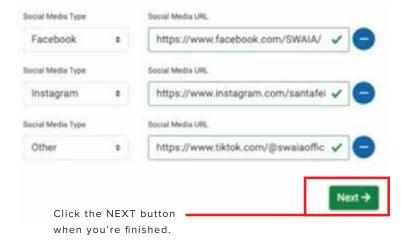
Most artists will be "individuals", so the TEAMS portion will be skipped.

Next up, you'll need to provide your contact information by completing each section.

PLEASE PROVIDE PHONE NUMBERS AND ADDRESSES THAT WORK BEST TO REACH OUT.



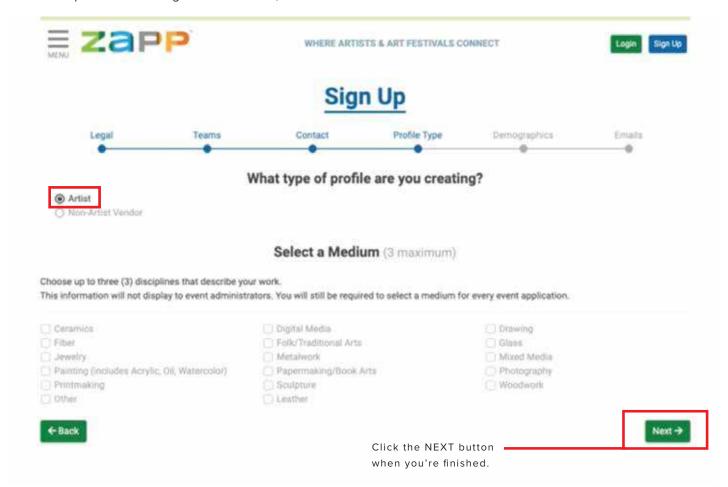
You may enter URLs for up to 3 channels. For SWAIA's social media, it would look like this:



## PROFILE TYPE + MEDIUMS

On this page, please follow the instructions to select that you are an ARTIST, and to select up to three (3) classification types for ZAPP's system.

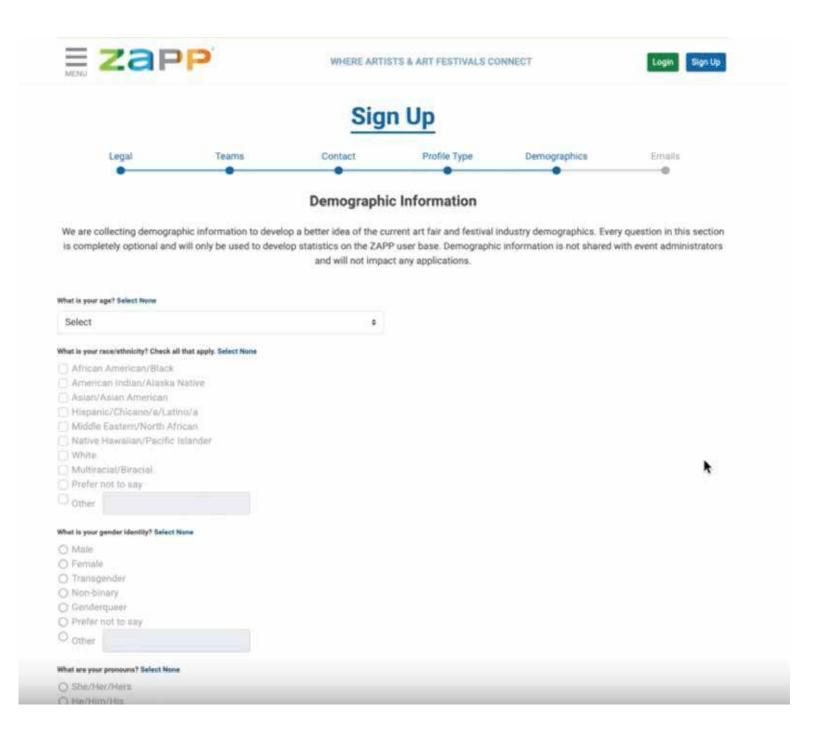
If the provided categories don't fit, select "other" at the bottom of the first column.



## **DEMOGRAPHICS**

#### ALL INFORMATION ON THIS PAGE IS COMPLETELY OPTIONAL.

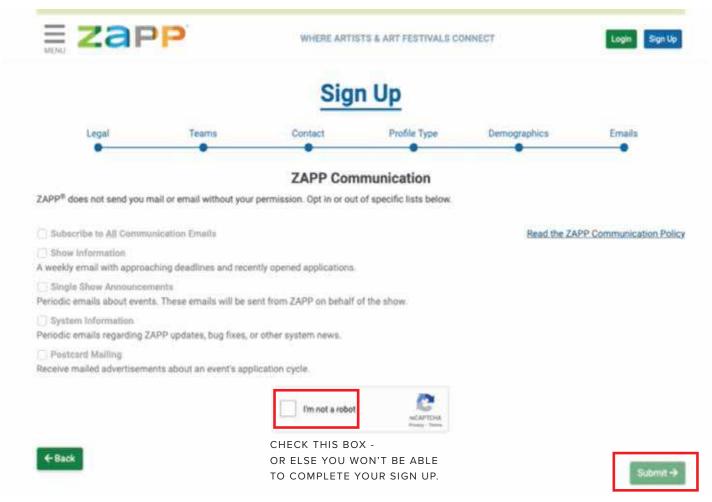
SELECT ANY ANSWERS YOU WISH TO PROVIDE, AND THEN CLICK NEXT TO CONTINUE.



## **EMAILS**

THIS FINAL STEP will allow you to set your email preferences.

The communications sent will go to the address(es) provided during this registration process.



Click the SUBMIT button when you're finished.

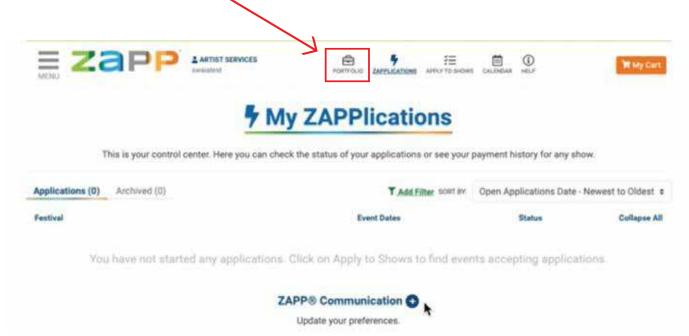
# CONGRATULATIONS! YOUR SIGN UP IS COMPLETE!

## **PORTFOLIO - OPTIONAL**

To easily access your images while completing your application, you may want to consider uploading your content in the PORTFOLIO section of ZAPP.

My Portfolio is the place on ZAPP where you upload and store artwork images, booth shots, files, and saved statements that you plan to use when applying to events. Rather than uploading these materials directly to each application, you can upload them once in your portfolio and use them when applying to any number of events.

To upload, edit, or review application materials in your portfolio, click Portfolio in the header or from the menu after you log in.



You will be directed to the MY PORTFOLIO page:



To upload images,

## UPLOADING MEDIA/ARTWORK IMAGES / FILES

### **ARTWORK**

You must submit THREE (3) IMAGES of your work for each classification. Submitting too many or too few images will negatively affect your scoring.

To upload your artwork prior to starting your application, you may do it here in the Portfolio section. You may also choose to upload from your computer during the 25-minute application window.

#### MINIMUM IMAGE REQUIREMENTS

- Dimensions: 1400 pixels on the longest side

- File Format: jpeg, jpg, tiff, png

- File Size: Under 5 MB

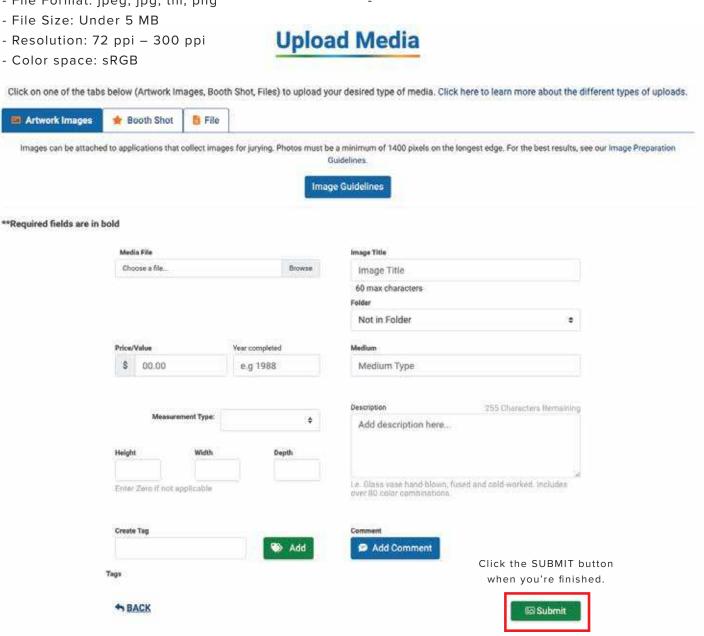
#### RECOMMENDED IMAGE REQUIREMENTS

- Dimensions: 1920 pixels on the longest side.

- File Format: jpeg, jpg, tiff, png

#### **REMEMBER:**

- DO NOT include any identifying information on these images, titles, or descriptions
- Include different pieces of work in your required three (3) images per classification.
- Submitted pieces must have been created in the last three (3) years.



## UPLOADING MEDIA/ARTWORK IMAGES / FILES

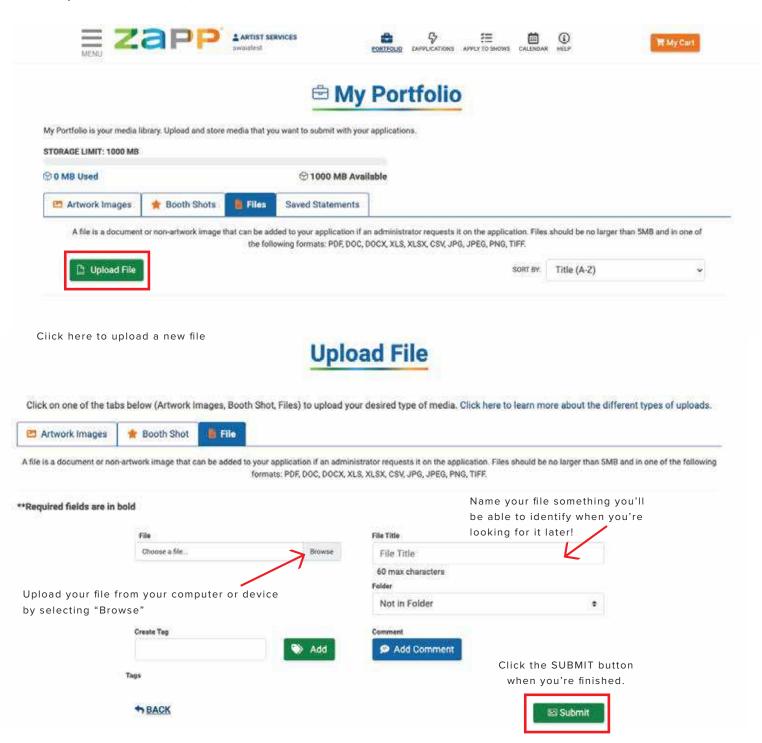
#### **FILES**

You will be required to upload documents such as your New Mexico GRT/CRS Tax Number and a copy of your Tribal Enrollment documentation. You may choose to upload it from your computer during the application process, or upload that information to the Portfolio here.

#### MINIMUM IMAGE REQUIREMENTS

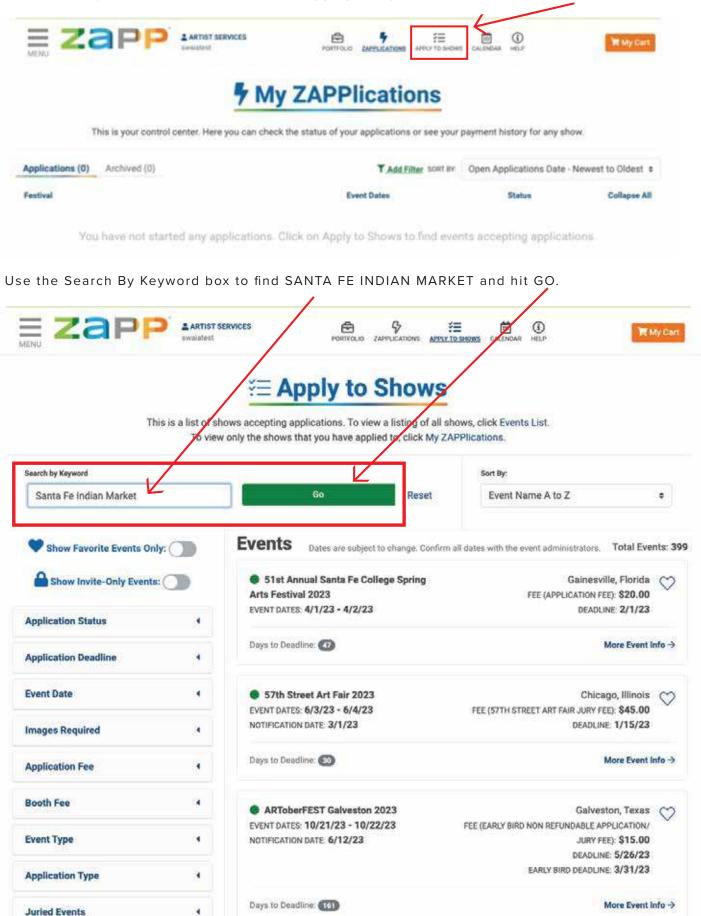
Files size: no larger than 5MB

Accepted formats: PDF, DOC, DOCX, XLS, XLSX, CSV, JPG, JPEG, PNG, TIFF.



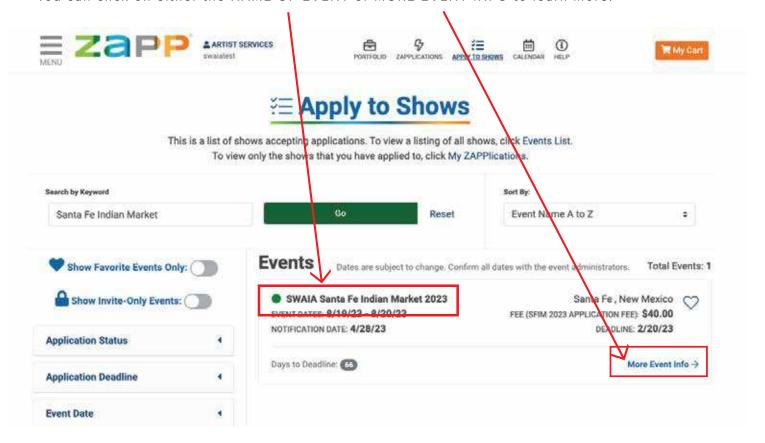
## **APPLYING TO 2025 SANTA FE INDIAN MARKET**

In the top of your ZAPP browser, or upon logging into your account, select APPLY TO SHOWS



## **APPLYING TO 2025 SANTA FE INDIAN MARKET**

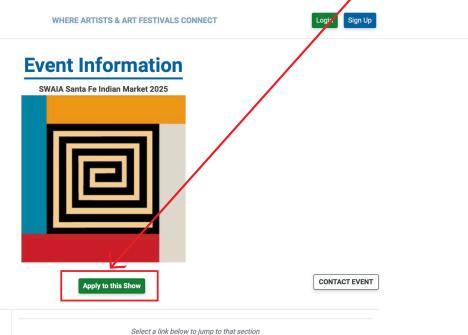
You can click on either the NAME OF EVENT or MORE EVENT INFO to learn more.



Please note: The image above is from a previous application cycle, but the instructions are still applicable and unchanged.

## **APPLYING TO 2025 SANTA FE INDIAN MARKET**

Review the provided information about our event, and then click on the green APPLY TO THIS SHOW button.



#### S BACK TO EVENTS

= Zapp

Event Pages: (7)

**Q Location:** Santa Fe Plaza Santa Fe , New Mexico (West) 505-983-5220

#### **REQUIREMENTS:**

Accepted Application Types:

☑ Images: 3 (a booth shot is NOT required)

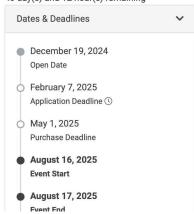
\$ Fee: (SFIM 2025 Application Fee): \$40.00

#### Application Amount:

You can submit up to 3 applications for this show.

#### ▼ Time Remaining:

46 day(s) and 12 hour(s) remaining



#### **EVENT INFORMATION**

**GENERAL** 

INFORMATION

RULES/REGULATIONS

Each August, an estimated 100,000 people attend the largest juried Native American art show in the world -the Southwestern Association of American Indian Art's (SWAIA's) annual Santa Fe Indian Market. This remarkable event takes place on and around the central plaza in Santa Fe, New Mexico, and sponsors over one-thousand Native artists from more than two-hundred tribal communities in North America and Canada. Artists show their latest work and compete for awards in SWAIA's prestigious juried art competition. This year's Santa Fe Indian Market dates will be August 16th & 17th 2025.

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INFORMATION

**REFUND** 

**DETAILS** 

#### **GENERAL INFORMATION**

Dates: August 16 - 17, 2025

#### **SWAIA Classifications**

Jewelry

Pottery 2-D

Pueblo Wooden Carvings

Sculpture

**Textiles** 

Diverse

Beadwork / Quillwork

Basketry

Youth

#### RULES/REGULATIONS

East Mass Information seconding CIMAIA Chandarda Blacca safes to Classification Chandards at

## **EVENT AGREEMENT**

Review the Event Agreement and click the YES, I AGREE button to move on.

You can also PRINT LEGAL AGREEMENT

## Event Agreement

SWAIA Santa Fe Indian Market 2023

#### 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 2023 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



S BACK TO EVENT PAGE

 $Please\ note: The\ image\ above\ is\ from\ a\ previous\ application\ cycle,\ but\ the\ instructions\ are\ still\ applicable\ and\ unchanged.$