

Daily Artist Program Application

Thank you for your interest in our Daily Artist Program at the Indian Pueblo Cultural Center. As part of our mission, we are proud to promote authentic Native American Arts.



Program Benefits

- IPCC Certificate of Authenticity for display
- Opportunity to contribute to the IPCC mission by interacting with visitors and educating them about Native American arts and crafts
- Opportunities to sell at the Indian Pueblo Cultural Center year-round*:
 - American Indian Week: Pueblo Days (April / Gathering of Nations Pow Wow)
 - Albuquerque International Balloon Fiesta Week.
 - Special events: Indigenous Peoples Day, Veterans Day, Family Friday, Women's Day, etc.
- First to know about upcoming IPCC art markets or special events.
- Access to artist workshops, e.g., developing marketing, sales, artwork display, and customer service skills.
- Opportunities to perform artist demonstrations.

**Hours of Operation, Art markets and special events are subject to change. There will be a separate application process with event pricing for special events and markets.*

Program Application Requirements

1. Make an appointment with the Cultural Programs staff for review and certification of artwork: 505-314-8203 or culturalprograms@indianpueblo.org or atekala@indianpueblo.org
2. Please bring the following to your appointment:
 - ✓ Completed Daily Artist Program application
 - ✓ Several examples that best represent your artwork
 - ✓ A copy of your Certificate of Indian Blood
 - ✓ A business card
 - ✓ Filled out 19 Pueblos District Registration Form
3. Artists must come to the appointment prepared to discuss materials and processes of their artwork.
4. Artists must be 18 years or older to participate in the Daily Artist Program.

Policy & Guidelines at a Glance *(full Policy Manual is given to artist upon receipt of completed application)*

- All artwork to be sold at the IPCC must be certified in accordance with established Daily Artist Program Policies and Guidelines.
 - All artwork to be sold must be in accordance with the *Indian Arts & Crafts Act of 1990*.
 - All artists are required to have a copy of Certificate of Indian Blood (CIB) on file with the IPCC.
 - All artists are required to be registered with the 19 Pueblos District.
- Artwork to be sold as part of the IPCC Daily Artist Program must be handmade or handcrafted with all materials disclosed to consumer.
- No Trading places without prior approval, prioritize using the lottery process to ensure fairness.
- All artworks must show the artist trademark, stamp, hallmark, or other verification mark of the artist.
- Artists must have printed business cards and issue a sales receipt for all sales completed at the IPCC
- Booth spaces located in IPCC outdoor courtyard and assigned by a daily lottery drawing.
- There are up to 24 spaces available daily, each measuring **approximately 7' x 7'**.
- One artist per booth space, unless artwork is made by more than one artist, and artists share hallmark.
- Artists must bring their own tables and chairs for their booth space.
- Artists may have one person over the age of 18 to assist in sales. All participants must check in daily.
- Artists must sell their own certified work; selling uncertified artwork created by others, including friends

ARTIST'S INFORMATION

Name (First, Last) Tribe Enrolled Census Number

Mailing Address City, State Zip Code

Email (preferred communication) (____) _____
Phone Number

Emergency Contact (____) _____
Phone Number

Vehicle Information (Make, Model, Color) License Plate #

Artist Categories *(Check all items available for sale)* *(symbol/initial)*

- ☐ Pottery ☐ Jewelry ☐ Painting / Drawing / Printmaking
☐ Sculpture ☐ Fiber Arts ☐ Diverse Arts
☐ Other: _____

Hallmark/Trademark

Artist Opportunities *(I'd like to participate in the following opportunities as they are available)*

- ☐ Demonstrations ☐ Lectures/Presentations ☐ External event opportunities

Artist Agreement

I agree to waive discharge claims, and release from liability the Indian Pueblo Cultural Center Inc., Indian Pueblos Marketing Inc. (IPCC/IPMI), its officers, directors, employees, agents, and leaders from any and all liability on account of or in any way resulting from injuries, damages, theft to person and /or items in my possession while on the premises (including issues caused by my own negligence while a participant in the IPCC Daily Artist Program). I understand and intend that this assumption of risk and release is binding upon my heirs, executors, administrators, and assigns.

By signing this form, I agree to abide by the Daily Artist Program policies and guidelines manual provided to me by the IPCC. I also acknowledge that violations of these said policies and guidelines can result in disciplinary action and may result in permanent or temporary removal from the IPCC Daily Artist Program.

Artist Signature _____ Date _____

Certification Authorization _____ Date _____

☐ Approved ☐ Not Approved - Comments: _____

IPCC USE:

Date/Time Received: _____ By: _____

Application Processed *(database)* ☐ Certificate Produced ☐ Entered in Blackbaud ☐



Daily Artist Program Photo and Video Release Form

I hereby grant the unrestricted right to capture and/or reproduce photographs and/or video of me or my work taken on Indian Pueblo Cultural Center (IPCC) campus by employees or agents of IPCC for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or medium.

The photos or videos may be used to promote IPCC, Indian Pueblos Marketing, Inc., our programming, and/or the 19 Pueblos District. I understand that this agreement is part of the Daily Artist Program contract, and no additional compensation will be provided.

Printed Name: _____

Signature: _____

Date: _____

CODE OF CONDUCT

IPCC/IPMI expects every daily artist, their helpers and dance performers to follow the rules of conduct that will protect the interests and safety of all IPCC employees and the organization. It is expected Daily Artists/Dance Group members, and their helpers will be considerate of all IPCC employees, visitors and all other vendors/groups. The tactful treatment of everyone requires respect and courtesy to be always exercised. If you and your helpers fail to conduct yourselves in a professional manner or we find you have violated any of the rules of the CODE OF CONDUCT, you, your helper and dance members will be subject to progressive discipline, including immediate removal and banned from all IPCC/IPMI properties.

DAILY ARTISTS/DANCE GROUP MEMBER STANDARDS:

1. Treat visitors, guests and other artists and vendors in a friendly, helpful and courteous manner with dignity and respect.
2. Treat all IPCC equipment and property with respect and care.
3. Use the designated parking area ONLY as noted by the IPCC staff.
4. Use only those entrances noted by the IPCC staff.
5. Always maintain proper standards of conduct.
6. All helpers and additional individuals MUST check in with the GE Desk.

PROHIBITED BEHAVIORS: The following are some examples of prohibited behaviors. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Some conduct may result in final warning or termination on the first offense.

1. Theft or inappropriate removal or possession of IPCC property.
2. Misuse or removal of any property or materials from the premises, without proper authorization and approval.
3. Use of profane or abusive language.
4. Smoke (includes e-cigs) or any tobacco use in non-designated areas.
5. Physically assault/verbally assault or threaten anyone or demonstrate violent or aggressive behavior.
6. Violate safety rules.
7. Engage in detrimental behavior, verbal and nonverbal, reflecting negatively on IPCC/IPMI, for example, make sexist remarks or racial slurs, derogatory ethnic, religious or sexual preference commentary, or other objectionable statements or actions.
8. Verbalize or make suggestive remarks, physical advances or invitations towards an IPCC staff member, other artists, dance members and guests are prohibited.
9. Arrive on property under the influence of alcohol and drugs or become under the influence of drugs and or alcohol while on property or possess alcohol or drugs.
10. Violate any federal, state or local laws while on the premises.
11. Possess firearms or weapons while on the premises.
12. Negligence or improper conduct leading to damage of IPCC or customer-owned property.

I hereby agree to follow the IPCC Code of Conduct as noted in the Daily Artist Policies and Guidelines handbook.

Printed Name: _____

Signature: _____

Date: _____