



ALASKA  
NATIVE  
HERITAGE  
CENTER

8800 HERITAGE CENTER DRIVE ANCHORAGE, ALASKA 99506

# Holiday Bazaar

December 5th, 2009  
Saturday, 10am to 5pm  
Table Fee: \$35

## Eligibility:

Open to all Alaska Natives who are a member or descendent of a recognized Alaskan tribe.

*\*Limited space. All table assignments are made on a first-come, first-served basis.*

### 1. Table Scheduling and Check In

- a. Artists are to be set up no later than 9:45am. After 9:45AM, tables will be re-assigned to other artists on a first-come, first-served basis, and no refund of the table fee will be made.
- b. Artists must check in with the ANHC staff person in charge upon arrival at the Ticket Office and re-verify table assignment. Then product may be brought in through front or back doors.
- c. You will have access through the back gate from 8 am to 10 am to bring in your artwork and from 5:00 pm to 5:30 pm in the afternoon to take it out.
- d. In the event that table arrangements must change in order to comply with Fire Marshall or other restrictions, every effort will be made to place you as close as possible to your requested space.
- e. To receive a refund, you must cancel your table reservation no later than 5:00 PM, Friday, November 21, 2008.

### 2. Product Requirements

- a. All items to be sold from the table have been constructed by the artist or immediate family (immediate family is strictly defined as mother, father, children, grandchildren, Alaskan Native spouse, and siblings).
- b. Artisans must be members or descendents of a recognized Alaskan Native tribe.

### 3. Area Requirements

- a. Signs with the artist's name and culture will be provided by ANHC.
- b. Only the ANHC staff person in charge is allowed to re-assign or change table assignments.
- c. Tables must be kept clean and free of clutter and all signage must be approved by ANHC personnel.
- d. Artists may utilize the space of one table plus the adjacent wall, if available. Studio cabinets and back counters may not be utilized by artists.
- e. Children aged 12 and under are not allowed to accompany Artists at the table.
- f. Food and drink eaten at the tables must be done discreetly and all resulting trash must be disposed of in appropriate containers.

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- g. ANHC staff may not be asked to watch over a table when the artist is absent nor to be responsible for the items on the table in any way. All items displayed on tables are at the Artist own risk.
- h. Doors in each studio are emergency exits only and may not be used while the Center is open for guests.
- i. The area must be left clean and no trash, debris, merchandise, or supplies are to be left at ANHC overnight.

#### **4. Sales Practices**

- a. If taking special orders for craft items to be delivered at some future date, no deposit or form of payment may be taken until time of delivery to purchaser.
- b. Customers requesting shipping of an item paid for at a table must take the artwork to the ANHC gift shop for shipping.
- c. Credit cards sales that are done through Heritage Gifts for an artist will be processed the week following the sale. Checks will be mailed out to the artist within 10 days of the Monday following the sale and are not available for pickup. Ten percent (10%) will be retained by ANHC for processing fees.
- d. Priority to customer service must be upheld with regard to artist cell phone usage.
- e. The mission of ANHC must be upheld.

#### **5. Legal Requirements**

- a. Table usage is a privilege and not a right.
- b. The table will be forfeited in the event the artist is unable or unwilling to abide by ANHC rules and procedures.
- c. ANHC has full discretion in deciding all conditions of table rentals.
- d. The artist is an independent contractor and is responsible for his or her own taxes as applicable and is not entitled to any compensation under this Agreement.
- e. The artist shall indemnify, defend, save and hold the ANHC harmless from any claim, lawsuit or liability, including costs and attorneys' fees allegedly arising from loss, damage or injury to persons or property occurring in the course of the table rental.

All questions and credit card payments can be directed to:

**Clare Fulp, Artist Relations Specialist**

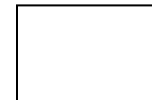
**Alaska Native Heritage Center**

**(907) 330-8061 or 1-800-315-6608**

**E-mail: [cfulp@alaskanative.net](mailto:cfulp@alaskanative.net)**

**8800 Heritage Center Drive, Anchorage, AK 99504**

**2009 Holiday Bazaar**  
**10am – 5pm, Saturday, December 5th, 2009**



## Application Form

Please fill out this form and submit it with your fee of \$35. Artists may be required to submit a copy of one of the following: Silver Hands Certificate, BIA Tribal Enrollment Card, Regional Shareholder Card, Village, IRA, or Traditional Council Card.

**Please print clearly.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
CULTURE GROUP

\_\_\_\_\_  
REGIONAL CORPORATION AFFILIATION

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Message Phone or Cell Phone

\_\_\_\_\_  
E-mail address

I HAVE READ THE GUIDELINES AND AGREE TO THE CONDITIONS STATED.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

Table Fee Enclosed: \$ \_\_\_\_\_ Table fee is **\$35.00.**  
(No refunds after 5:00 PM, Friday, November 21, 2008.)

Form of Payment \_\_\_\_\_ Received by \_\_\_\_\_  
(Attach register receipt)