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**VENDOR + ARTISAN TABLE INFORMATION**

Thank you for your interest in showcasing your work and/or products at Phoenix Art Museum; we look forward to your application.

**Location**
Phoenix Art Museum
1625 North Central Avenue

Phoenix, AZ 85004
Website: [www.phxart.org](http://www.phxart.org) | Phone: 602-257-1880

**About Phoenix Art Museum**
Considered the largest art museum in the southwestern United States, we are home to a collection of more than 20,000 objects and engage more than 300,000 guests, lifelong learners, and art lovers each year, both within the walls of the Museum and through our multidimensional community programs. Our mission is clear: to ignite imaginations, create connections, and serve as a vibrant destination, a brave space, for all people who wish to experience the transformative power of art.

**Events at Phoenix Art Museum**

In a fresh initiative to showcase the talent and creativity within our community, Phoenix Art Museum offers the opportunity for visiting vendors and craft artisans of various mediums to apply for table space at certain events to display their wares, discuss techniques and sell their merchandise to our patrons. Proceeds from all retail sales support vital operations and education programs at Phoenix Art Museum, a non-profit 501(c)(3) organization.

**Participant Information**

Participation Table Fee: $150

All interested Vendors/Artisans must first apply by contacting jennifer.barnella@phxart.org. A link to the application will be emailed to you. Applications are to be filled out entirely and accompanied with the following information: images on a website, online store, or photo archive link where we can review your products/work. These images will be used to judge overall appearance, professionalism, consistency of work and will assist in the determination of table placement in the most advantageous location. Images submitted during the application process may be used by Phoenix Art Museum for marketing and publicity. Vendors/Artisans are encouraged to promote their participation through their own online and social channels.

Vendors/Artisans will be thoroughly vetted for their quality and relatedness to the collections, special exhibitions and programs of Phoenix Art Museum. Vendors/Artisans selected will be at the sole discretion of Phoenix Art Museum.

**License Requirements**

Vendors/Artisans are responsible for paying any sales tax due to the State of Arizona, and for obtaining a Transaction Privilege Tax (TPT) License. If you have questions, contact the Arizona Department of Revenue at [www.azdor.gov](http://www.azdor.gov) or call 602-255-3381. [Apply For a TPT license](https://azdor.gov/transaction-privilege-tax/tpt-license/applying-tpt-license)

**Services and Table Information**
Phoenix Art Museum values partner Vendors/Artisans and strives to make your experience as enjoyable as possible. Services included in the participation fee consist of:

* One 8ft table and two folding chairs. Space is limited and assignments are made based on images submitted and is at the discretion of Phoenix Art Museum. The use of assigned space is restricted to the Vendor/Artisan to whom it is assigned and one guest. Vendors/Artisans may bring a guest to help manage their space. Two people maximum (including vendor.) Vendors/Artisans may place signage no larger than 8.5 x 11” within their space and/or their own business cards. Flyering of any kind is prohibited.
* Complimentary admission to the event for the Vendor/Artisan and one guest.
* On-site security (for emergency situations only.) Phoenix Art Museum is not responsible for any damage, loss or theft to items or persons participating in the event.

**Rules, Regulations and Responsibilities**

Phoenix Art Museum trusts that all invited Vendors/Artisans will behave with the highest integrity on behalf of Phoenix Art Museum. Phoenix Art Museum expects that Vendors/Artisans will treat patrons with respect and courtesy at all times. Any Vendor/Artisan or guest deemed in violation of any policy or procedure or who is determined to be uncooperative with management or Security staff will be asked to leave and will not be invited to participate in future events.

* Artisans may only display in one of the approved craft field categories (detailed in the next section.) Vendors may only display products previously vetted through the application process. Retail prices must be clearly displayed.
* Artisans’ work must be of original design and personal execution.
* Images submitted as part of the application process must accurately represent the artist’s work that will be for sale.
* Vendors/Artisans must be present during the event. Businesses must be independently owned, operated and not affiliated with any large franchise.
* Phoenix Art Museum reserves the right to ask Vendors/Artisans to remove any items deemed inappropriate or at odds with its mission and policies on the day of the event.
* Vendors/Artisans are encouraged to bring display stands or other materials to help showcase their work in the best light possible. Phoenix Art Museum will not provide these items.
* Collaborating artisans may apply to participate, but only joint work may be shown and sold. Otherwise, each artisan must apply for their own separate space. Names of collaborating artisans must appear on all application materials. If artisans apply as collaborators, both must be on site for the event. Only the work of the contracted artisans may be displayed and sold.
* Participating Vendors/Artisans are responsible for ensuring that their artwork on display is in compliance with state and federal laws regarding the sale of Indian arts and crafts. For information regarding Arizona law, please refer to Title 44, Chapter 9, Article 2.1, Statutes 44-1231 – 44-1231.05 (Fraudulent Practices in the Sale of Indian Arts and Crafts) located at <http://www.azleg.gov/arsDetail/?title=44>.
* Other prohibited materials for sale include: food and drink, balloons, confetti, glitter, feathers, live animals, material made from endangered species, dirt, plants, flowers, succulents, candles, or anything containing fire.
* Pets are not allowed with the exception of trained service animals.
* Food and water are permitted in the Dorrance Sculpture Garden and other outside areas but, may not be sold or consumed inside the Museum.
* Items purchased from Vendors/Artisans must be placed securely in a bag, either supplied by the Vendor/Artisan or the purchaser.
* Artisans may promote themselves as “participants of” said event at Phoenix Art Museum only and may not claim their work was exhibited as part of an exhibition at Phoenix Art Museum. Participants found in violation of this policy will be excluded from future events.
* Current staff, volunteers, docents, and other related parties of Phoenix Art Museum are excluded from participating.

**Accepted Artisan Categories**

We accept craft work in ceramic, wood, glass, jewelry, metal, textiles and some mixed media. Unfortunately, we cannot offer any original art for sale.

Ceramics**:** Original functional and non-functional works created from clay, porcelain, stoneware or earthenware.

Wood**:** Works incorporating wood as the primary material.

Glass**:** Works incorporating glass as the primary material.
Jewelry**:**  Hand-crafted or hand-beaded jewelry made the artist in various materials.

Metal**:** Functional and non-sculptural works incorporating metal.
Textiles**:** Works created from fibers, including basketry, weaving, papermaking, and leather.
Mixed Media**:** Works, both 2-D and 3-D that incorporate more than one type of physical material to produce. Includes paper and non-sculptural work.

**Accepted Vendor Categories (non-artisan)**

Merchandise must relate to the event to which you are applying. For instance, music related merchandise would be acceptable for a music festival. Merchandise duplicative of or similar to anything currently being sold in The Museum Store will not be accepted.

**Important Dates and Times**
Application Deadline – Applications open approximately 60 days prior to the event and close two weeks prior to the event if capacity is not reached prior. Space is limited.

Approval to Participate - Approved Vendors/Artisans will be notified via email and sent an invoice within 2 weeks of submitting a completed application. A limited number of applications will be accepted. All invoices must be paid within 1 week of approval. If payment is not received within one week, Vendor/Artisan will forfeit their space.

Set Up – Vendors/Artisans may begin set up two hours prior the event start time. Parking is on the north side of the Museum. Items should be loaded in through the Shipping + Receiving entrance. Tables will be labeled with posted assignments. Tables should be set up and ready to receive guests by the event start time.  Vendors/Artisans are responsible for unloading and creating their set up. Carts will not be provided. We recommend bringing a rolling cart or moving dolly.

Take Down – Vendors/Artisans have 1 hour after the event ends to pack and vacate Museum grounds with their wares and are expected to leave tables clean. Items left behind will be considered abandoned and will become the property of Phoenix Art Museum.

**Terms & Conditions**

No refunds. Phoenix Art Museum events occur RAIN OR SHINE. Each seller shall comply with the guidelines provided, any infringement may result in seller termination. Each seller shall comply with applicable City, County, State, and Federal laws and shall hold the management harmless against any failure to do so. In consideration of Phoenix Art Museum accepting your table rental, you and any guests, waive and release any all rights and claims against persons and organizations affiliated with this event.

**Contact Information**

Jennifer Barnella

Retail Director

jennifer.barnella@phxart.org

Phone: 602-307-2025