Daily Artist Program
Policies & Guidelines
Welcome!

Dear Valued Artist:

Welcome to the Indian Pueblo Cultural Center!

Thank you for joining our Daily Artist Program. This program supports the mission of the Indian Pueblo Cultural Center by showcasing Native American handmade and handcrafted art, and creating an outlet for artists to sell their work directly to visitors. This interaction encourages an educational dialogue with our guests that enhances their understanding of Pueblo arts and culture.

We understand that by participating you are making a commitment of time and energy. You’re joining other talented artists and an organization of knowledgeable staff who strive to carry out our mission statement through programming and exhibits that showcase the history, art, and culture of our 19 unique Pueblo communities.

We hope that you find the Daily Artist Program at the Indian Pueblo Cultural Center a rewarding and meaningful experience. By having direct contact with our visitors, you’ll undoubtedly touch many lives. We ask that you be a positive representative of our cultural center, showcasing the kindness of our Pueblo hospitality with everyone you come in contact with.

Thank you for dedicating your energy and talent toward making the Indian Pueblo Cultural Center even better. Please read through the following Policies and Guidelines and let us know if you have any questions.

Sincerely,

Alicia Ortiz

Alicia Ortiz
Cultural Programs Manager
Daily Artist Program Policies & Guidelines

Program Overview
The Indian Pueblo Cultural Center, Inc. (IPCC) is a 501(c)(3) nonprofit corporation owned and operated by the 19 Pueblos of New Mexico. We welcome thousands of visitors annually from around the world, serving as the gateway to the 19 Pueblo communities, as well as an introduction to indigenous tribes in the Southwest. As part of our mission to promote culture through arts, history, food, and traditions, we offer a Daily Artist Program.

Mission Statement

To preserve and perpetuate Pueblo culture, and to advance understanding by presenting with dignity and respect the accomplishments and evolving history of the Pueblo people of New Mexico.

Program Benefits

- IPCC Certificate of Authenticity for display
- Opportunity to contribute to the IPCC mission by interacting with and educating visitors 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, Pueblo Shop & Stroll
- 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

* Art markets and special events are subject to separate application process and booth rate.

Program Application & Certification Requirements

- Make an appointment with the Cultural Programs staff for review and certification of artwork: 505-314-8213 or culturalprograms@indianpueblo.org
- Please bring the following to your appointment:
  1. Completed Daily Artist Program application
  2. Several examples that best represent your artwork
  3. A copy of your Certificate of Indian Blood
  4. A business card
- Artist must come to appointment prepared to discuss materials and processes of their artwork
- Artist must be 18 years or older to participate in the Daily Artist Program
1. **Artwork Certification & Product Regulations**

   **A. Guiding Laws**
   Artwork sold by an artist as part of the Daily Artist Program will adhere to the Indian Arts & Crafts Act of 1990. More information on the act can be found at http://www.doi.gov/iacb/act.

   **B. Certification of Artwork**
   In order to participate in the Daily Artist Program, all artwork being sold by an artist must first be approved through our certification process. *(See requirements above.)*
      a. Certification will determine if artwork is compliant with the Indian Arts & Crafts Act of 1990, as well as regulate the quality and authenticity of the artwork offered for sale.
      b. If an artist creates new artwork in a different category than the one(s) they were certified for, then a new appointment must be made for certification of new artwork.

   **C. Certification, Inspection, and Monitoring**
      a. The IPCC staff will complete the certification process and ongoing program monitoring to ensure compliance with Daily Artist Program product regulations.
      b. The IPCC reserves the right to inquire about, handle, and inspect all displayed artwork as part of the IPCC certification process.
      c. Once the artist is certified, the artist will receive an IPCC certificate of authenticity that must be displayed on their table while selling/participating in the Daily Artist Program.
      d. Artwork must be sold as handmade or handcrafted, and in accordance with the Indian Arts & Crafts Act of 1990. All materials must be disclosed to the customer.
         i. If a product is deemed questionable as a result of ongoing monitoring by IPCC staff, the artist will be required to remove it from the sale table.
         ii. Product that re-emerges after being identified as questionable and not in compliance with the Daily Artist Program product standards will be in violation of these policies and guidelines, and may result in artist’s removal from program.

   **D. Hallmarks**
      a. All artwork must contain a trademark, copyright, stamp, or other identifiable mark attributed specifically to the artist.

   **E. Art Categories & Product Regulations**
   The Daily Artist Program has classifications for products sold, including Jewelry, Pottery, Paintings/Drawings/Printmaking, Sculpture, Fiber Arts, and Diverse Arts. **No Food or Beverage Sales Allowed.**
      a. All artwork must adhere to the following regulations:
         i. All artwork for sale must be handmade or handcrafted.
         ii. Artwork must be the artist’s original work. Imported, manufactured, or mass-produced items will not be allowed.
         iii. All artwork must have a hallmark. *(See above.)*
         iv. Artist must accurately represent all materials and methods of artwork for sale.
         v. Stabilized turquoise, human-made or synthetic stones or materials must be disclosed to consumer.
         vi. Metal content must be clearly identified and disclosed to consumer. All silver and gold jewelry must be appropriately stamped.
vii. All pottery or clay items must be signed by carving or painting before firing.
viii. Kachina dolls and imagery are strictly prohibited.
ix. Artists will have printed business cards to accompany all sales. Business cards must have current contact information, and must not be handwritten.
x. Artist will issue a sales receipt for every transaction that will include: artist name, date, description of item, description of materials used.
xi. Artist will not accept any payment prior to delivery of an item.

2. Artist Program Overview & Guidelines

A. Application
   a. The IPCC Daily Artist Program requires an application process that includes artist name, tribal affiliation, photocopy of CIB, and current contact information. Artists will be asked to update on a yearly basis to ensure our records are current.
   b. Certification of Indian Blood (CIB)
      i. Artists who are tribally enrolled members of a U.S. federally recognized tribe must provide a copy of their CIB to accompany their initial application. Once CIB is on file, artist will not need to resubmit. Artists will not be permitted to participate until a proper CIB is placed on file.

B. Participation Details
   a. Daily Fee: Seasons and Pricing
      i. Artist will pay a daily fee as follows:
         - Summer/Fall (April – Oct) the daily fee is $25.00
         - Winter/Spring (Nov – Mar) the daily fee is $15.00
         - Daily rate increases to $40.00 during special events such as American Indian Week or Albuquerque International Balloon Fiesta Week.
      ii. This daily fee is incurred to provide for the overall program.
   b. Refunds
      i. Daily fee refund requests due to emergencies and inclement weather will be reviewed on a case-by-case basis by the Cultural Programs staff, and will be processed as follows:
         - Artist will receive a 100% refund until 10:15 a.m.
         - Between 10:15 a.m. and 12:00 p.m., artist will receive a 50% refund.
         - After 12:00 p.m., the daily fee is nonrefundable.
   c. Hours of Operation
      i. 9:15 a.m. – 4:30 p.m. daily
      ii. Occasional special events may affect hours of operation. Cultural Programs staff will notify artists prior to these events.
   d. Check-In Procedures
      i. Check-in is located at the east entrance desk, and includes:
         1. Confirmation of certification with Guest Experience staff.
         2. 9:15 a.m. lottery drawing for booth space assignments. **Please note: Spaces are not guaranteed. If more than 24 artists check in by the 9:15
a.m. deadline, “No Space” chips will be inserted into the drawing according to the number of artists who are present. If an artist draws a “No Space” chip, they will not have a booth space for the day.

3. After space has been assigned, the daily fee will be paid.

4. Artist will add name and sign check-in log.

5. After check-in, artist may set up in their assigned space.
   - If arrival is after 9:15 a.m. drawing, Guest Experience staff will assign the next available space.

   e. Parking
   i. Artists may unload artwork in the south parking lot, but then must park in the north or west parking lots.

   f. Communication
   i. The Cultural Programs staff will communicate any upcoming events, opportunities, and program updates via email.

C. Artist Booth Space

a. Location
   i. 24 booth spaces available year-round outdoors in IPCC Courtyard.

b. Booth Information and Guidelines
   i. Booth size is approximately 7’ x 7’ (size will vary according to location).
   ii. The space provided is for the use of the artist and one helper 18 years or older.
   iii. One artist per booth space, unless artwork is created by more than one artist and artists share hallmark.
   iv. Artists will provide their own tables and chairs. No more than two tables allowed per space.
   v. Trading of spaces between artists is not allowed.
   vi. Artists are expected to remain with their artwork while they are selling during the day. If an artist needs to leave their booth space for longer than 20 minutes, please contact the Cultural Programs staff.
   vii. Due to safety concerns, minor children are not allowed to accompany artist.
   viii. Artists are responsible for ensuring their artwork is displayed in a manner that protects their artwork and the public from harm.
   ix. Artist will ensure booth space is left clean and free of litter at end of the day.
   x. Sleeping is prohibited.
   xi. Wi-Fi and electricity are provided by the IPCC.
   xii. Playing loud music is not allowed.

c. Changes due to Weather
   i. Space location will be determined on a case-by-case basis at the discretion of the Cultural Programs Manager.
   ii. The IPCC reserves the right to cancel the Daily Artist Program due to inclement weather.

3. Artist Expectations

   A. Artist Agreement
An artist signing the application agrees that they will abide by all of the IPCC Daily Artist Program policies and guidelines.

a. Artist Conduct and Behavior
   i. Artist will always conduct themselves in a respectful and courteous manner.
   ii. Artist will treat fellow artists and IPCC staff in a respectful and courteous manner.
   iii. Artist must provide a positive experience while engaging with IPCC visitors about their artwork.
   iv. Artists will promote the positive aspects of IPCC and IPMI (Gift Shop, Pueblo Harvest, Starbucks, Four Winds Travel Center, and Facility Rentals).

B. Violation of Policy & Guidelines
   a. Progressive Actions of Discipline
      i. Proceeding 1st violation: Artist will receive a written warning.
      ii. Proceeding 2nd violation: Artist will receive a 7-day suspension from program and art markets.
      iii. Proceeding 3rd violation: Artist will receive a 6-month to 1-year suspension from program and art markets.
      iv. Severe Violation: Immediate and permanent removal from program and all future art markets. This will be determined by the Cultural Programs Manager and the Vice President of Cultural and Community Engagement.
   b. In Possession and/or use of Alcohol or Drugs
      i. Being either in possession or under the influence of alcohol or drugs while participating in the Daily Artist Program is unacceptable, and will result in permanent removal from program and all future art markets.
   c. Weapons & Firearms
      i. Weapons and firearms are not allowed on campus at any time. If an artist is found with a weapon or firearm, this will result in permanent removal from program and all future art markets.

C. Violations Committee
   a. A violations committee will review violations to determine appropriate disciplinary action.
   b. The violations committee will consist of the Vice President of Cultural and Community Engagement, the Cultural Programs staff, and one member of the museum staff.

D. Artist Comment/Concern Form
   a. If an artist should have a concern, suggestion, or comment, a “Comment/Concern Form“ must be completed and turned in to the east desk.
   b. Form will be followed up on within 7 days of receipt.

E. Annual Meeting
   a. An annual meeting will be held in order to give participants of the program an opportunity to express issues of concern and to make recommendations to the Cultural Programs staff.

F. Security/Lost and Found
   a. IPCC Security Department is on premises 24 hours daily. Please call 505-724-3555 to report any security issues.
   b. Security staff is trained in CPR and use of AED defibrillator.
   c. The Lost and Found is located at Security headquarters.

G. Policy & Guideline Changes/Updates
a. IPCC reserves the right to make changes to this document at any time. Changes will be 
communicated to artists within five business days of changes made.

**IPCC Hours and Information**

**Indian Pueblo Cultural Center:** Monday – Sunday: 9:00 a.m. – 5:00 p.m.

**Gift Shop:** Monday – Sunday: 9:00 a.m. – 5:30 p.m. or online 24 hours a day

**Pueblo Harvest:** Monday – Saturday 7:00 a.m. – 9:00 p.m. / Sunday 7:00 a.m. – 4:00 p.m.

**Cultural Dance Program Schedule:**

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<thead>
<tr>
<th>Season</th>
<th>Month(s)</th>
<th>Day(s)</th>
<th>Time</th>
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<tbody>
<tr>
<td>Spring</td>
<td>April</td>
<td>Sat &amp; Sun</td>
<td>11 a.m. &amp; 2 p.m.</td>
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<tr>
<td>Summer</td>
<td>May – August</td>
<td>Fri</td>
<td>2 p.m.</td>
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<td>Sat &amp; Sun</td>
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<tr>
<td>Fall</td>
<td>September – October</td>
<td>Sat &amp; Sun</td>
<td>11 a.m. &amp; 2 p.m.</td>
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<tr>
<td>Winter</td>
<td>November – March</td>
<td>Sat &amp; Sun</td>
<td>12 p.m.</td>
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**The Indian Pueblo Cultural Center is closed on New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.**

**THANK YOU FOR PARTICIPATING!**
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

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3. Artist must come to appointment prepared to discuss materials and processes of their artwork
4. Artist 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
- Artwork to be sold as part of the IPCC Daily Artist Program must be handmade or handcrafted with all materials disclosed to consumer
- All artwork must show the artist trademark, stamp, hallmark, or other verification mark of the artist
- Artist 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 lottery drawing at 9:15 every morning
- There are 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
- Artist must bring their own tables and chairs for their booth space
Artist Contact Information

Name (First, Last) ____________________________ Tribe Enrolled ____________________________ Census Number ____________________________

Mailing Address ____________________________ City, State ____________________________ Zip Code ____________________________

Email (preferred communication) ____________________________ Phone ____________________________

Emergency Contact ____________________________ Phone ____________________________

Artist Categories (Check all items available for sale)

☐ Pottery ☐ Jewelry ☐ Painting / Drawing / Printmaking

☐ Sculpture ☐ Fiber Arts ☐ Diverse Arts

☐ Other: __________________________________________________________________________________

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 ☐