

CHOCTAW NATION LABOR DAY FESTIVAL



ARTS & CRAFTS SHOW

Vendor Guidelines

- a) Failure to comply with the Labor Day Arts & Crafts guidelines will jeopardize participation in future Labor Day vendor shows.
- b) The vendor must notify the Choctaw Nation Arts & Craft Coordinator two weeks before the event, by Thursday, August 15, if unable to attend. Failure to make contact by August 15 will result in no refund.
- c) At check-in, your signature on the assignment verification acknowledges understanding and agreement that you will set up the space assigned. Requests for specific locations within the building will be noted but CAN NOT be guaranteed.
- d) The booth setup will be on Thursday, August 28, from noon to 8p – Note that doors will close at 8p, so give yourself adequate time to unload. Booths must be set up and ready to open by 10a—Friday morning.
 - i. Everyone must check in with the Labor Day Arts & Crafts Coordinator BEFORE setup can begin.
 - ii. Parking passes and vendor badges will be issued at check-in
- e) After unloading, vendors must park their vehicles outside the white fence in the designated parking area. Cars cannot remain near the craft unloading area inside the festival grounds.
- f) Load out is Sunday evening. Additional load-out time will be Monday from 9a to noon.
- g) Vendors will be assigned a booth number and can only set up in the designated space(s). All arts and crafts must be kept within the assigned booth area.
- h) Bring your tables and stands to display the art and craft items. Nothing will be provided, and items may not be hung from the walls.
- i) The vendor should have handcrafted items for sale. Do not bring purchased items for resale. Commercially manufactured items will be asked to be removed; failure to do so will result in booth closure without a refund.
- j) Vendors are responsible for the security of their craft items. The Choctaw Nation is not liable for any loss. Security personnel will lock the Arts & Crafts building each night.
- k) No direct sales or silk-screened items (T-shirts, caps, ties, etc.) will be considered handcrafted unless the vendor creates the design. Vendors can sell handmade clothing with their own designs.
- l) Permission from the Labor Day Arts & Crafts Coordinator is required if a commercially manufactured item has been uniquely crafted with beadwork, patchwork, or another type of Choctaw-related design work.
- m) A person can sell items for a vendor in the booth with the approval of the vendor and the Labor Day Arts & Crafts Coordinator. An example would be an approved booth worker, a friend, or a family member covering while the vendor is away from the booth.
- n) Fund-raising raffles are allowed for non-profit organizations only. Tickets can be sold inside rented space(s) only and must be pre-approved by the Labor Day Committee.
- o) Concession food and beverage items, such as water, cookies, juices, snack foods, etc., cannot be sold in the arts & crafts area.

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- p) The spaces are approximately 8'x10'—a fee of \$50 pays for one (1) space.
- q) Booth spaces are limited – vendors can only request a maximum of two (2) spaces.
- r) Each space contains an electrical power plug. At most, one additional power strip will be allowed only with permission from the Labor Day Arts & Crafts Coordinator and final approval from the Choctaw Nation Safety Department.
- s) Booths cannot be traded with or rented from another vendor. You may be asked to leave if you do not have a receipt showing you rented the space(s) from the Choctaw Nation.
- t) Vendor receipts for booth space must be kept during the festival. Proof of identification (ID) must match the name on the receipt.
- u) If you must leave early, inform the Arts & Crafts Coordinator first.
- i. Do not let someone else set up in your booth.
- v) Smoking is not allowed in the Arts & Crafts building area. Choctaw Nation has a smoke-free facilities policy.
- w) It is illegal to offer or display for sale or sell any art or craft product in a manner that falsely suggests it is Indian-produced, an Indian product, or the product of a particular tribe. All products must be marketed truthfully, according to the Indian heritage and tribal affiliation of the producers, so as not to mislead the consumer. It is illegal to market an art or craft item using the name of the tribe if a member or certified Indian artisan of that tribe did not create the art or craft item.
- i. Civil and Criminal Penalties: (The Indian Arts and Crafts Act of 1990, P.L. 101-644) for a first-time violation of the Act, an individual can face civil penalties or criminal penalties up to a \$250,000 fine or a 5-year prison term, or both. If a business violates the Act, it can face civil penalties or be prosecuted and fined up to \$1,000,000

The Arts & Crafts building will open early for vendors on Friday at 9a and at 9:45a on Saturday/Sunday at the North West Side door entrance. Vendors and workers must have their badge present to enter. If a vendor does not have their badge, they must wait until the building opens to the public at 10a.

DOORS OPEN TO THE PUBLIC

Friday 10a to 8p

Saturday 10a to 10p

Sunday 10a to 8p

Vendor booths must remain open at all hours.