

Summer 2005

Dear Vendor,

The American Indian Community House Gallery/Gift Shop invites you to participate in our Indian Market 2005, December 10–18, open from 12– 8pm daily.

Like last year, you have the option to participate for the full 9 days (10–18), or to participate in the first or second half of the market (10–14, or 15–18). The cost for the full 9 days is \$400. For the first or second half only, the cost is \$225.

Each vendor space is approximately 6' x 6'. AICH will provide 1 table and 2 chairs. Table sizes do vary slightly. Assignment will be at the discretion of AICH staff. You will be allowed to hang items on the wall behind your table. If you have special needs, please bring these to our attention at the time of your application.

You may reserve your space by mailing us the contract and a \$50 deposit no later than November 1, 2005.

Payment, in full, is due no later than December 1, 2005.

New applications will be treated on a first-come, first-serve basis. Space is limited, so please make your reservation as soon as possible.

Please fill out the enclosed application and return it with your deposit to:

AICH/Indian Market 2005 or fax: (212) 228-7840
708 Broadway 8th Floor Attn: Giftshop Manager
New York, NY 10003
Attn: Giftshop Manager

Set up for full 9 nine days or first half participants: Friday, December 10th, 10am—5:30pm.

Set up for second half participants: Wednesday, December 15th, 10am—5:30pm.

Vendors enter through the freight entrance at 402 Lafayette St. and will be escorted to our gallery on the 2nd floor. Please contact us to make arrangements in advance. This elevator is normally locked.

Refund Policy: In the event that you need to cancel your participation, a refund less \$20.00 will be made if cancellation is received by December 3rd. Refunds will be made on cancellations received after December 3rd only if we can find a replacement vendor.

Security: Vendors are expected to be at their tables from 12– 8 pm each day. Although security will be provided, we cannot be responsible for theft or damage to exhibitor's property.

Food: Lunch will be provided by AICH, Monday—Friday. Coffee, tea, and snacks will be provided each day. Be prepared to purchase most of your own meals.

Parking: There is no parking available for AICH. There are parking lots in the area, but expect to pay over \$25 per day. On the street parking is scarce and the parking regulations are often confusing. While you are unloading your items, do not leave your car unattended! Parking tickets are very expensive. Most vendors travel to AICH each day using public transportation which we highly recommend.

Accommodations: Please arrange your accommodations well in advance. Websites such as travel.com, etc., offer the best resources for finding affordable hotels/motels in NYC. Better deals can often be found in popular tourist areas, such as in midtown (30th Street through 47th Street) or the Wall Street district. Almost any area of NYC is easily accessible to AICH via public transportation (\$2 per trip). Other options include staying in New Jersey, just be sure that your hotel/motel is close to a NJ Transit station (cost varies) or PATH Station (\$1.50 each trip) for easy access to NYC.

Once you have mailed us your contract and deposit, we will mail you a packet of information about planning your stay in New York City. If this is your first visit be prepared for an exciting experience. From the Statue of Liberty to the hustle and bustle of Times Square, the big city can be as daunting as it is awesome and exciting. New York City can also be expensive, so please plan your budgets carefully.

If you need assistance or have questions, please contact the Giftshop Manager, (212) 598-0100 Ext. 241.

Sincerely,

AICH Staff

American Indian Community House

708 Broadway, 8th Floor

New York, NY 10003

Phone: 212-598-0100, x241 / Fax: 212-228-7840

Indian Market

December 10—18, 2005

VENDOR CONTRACT

Name:

Phone:

Address:

Fax:

SS#

Email:

Tribe/Nation*:

*All vendors must provide proof of tribal affiliation with this contract, even if provided in the past.

Please Note: All applicable items offered for sale must meet the Federal Indian Arts/Crafts Law requirements.

DESCRIPTION OF ITEMS YOU WILL BE OFFERING FOR SALE:

RESTRICTIONS: With the exception of Indian subject or produced books, magazines, tapes, CD's or Indian subject tee shirts and other types of clothing, we do not allow the sale of non-Indian arts and crafts. We do not allow the sale of foreign or manufactured items, items that contain simulated stones or material or are not considered traditional or contemporary Native American Arts/Crafts. AICH reserves the right to determine what may or may not be sold.

SPACE PROVIDED: Approximately 6x6' including 1 table (exact size varies), and 2 chairs. Tables assigned by AICH. Previous locations are not guaranteed. If additional tables are available during the Market, vendors may buy additional table space.

Vendors agree to be present at their table during the period of this contract, from 12—8 p.m. daily. Although security will be provided, we cannot be responsible for theft or damage to exhibitor's property.

Vendor Signature: _____ Date: _____

Your signature binds you to comply with these standards. No contract will be honored without it.

