



2008 Non-Profit Application

Deadline: April 25, 2008

Please PRINT all information:

Name of Organization _____ Contact Person _____
Title _____ email address _____ Phone# _____
Address _____ City _____ State _____ Zip _____
Has your organization ever participated at Indian Market? Yes No If so, what year? _____



Please submit the following documents with your completed application:



- One copy of an official document verifying your non-profit status (letter from the Dept. of Treasury)
- Pamphlets and/or brochure that describe the services your organization offers
- One copy of your mission statement

Please briefly describe (below) how your organization provides services to U.S federally recognized tribes:

**List printed information you wish to hand out at Indian Market:
(Enclose samples)**

- _____
- _____
- _____
- _____
- _____
- _____

**List the FREE items you wish to hand out at Indian Market:
(Example: pencils, key rings, bookmarkers, cups, etc.)**

- _____
- _____
- _____
- _____
- _____
- _____

Non-profit booths were created to allow organizations to educate the public about services provided to Native communities.

Non-Profit Rules



Sales

ABSOLUTELY NO SALES, DISPLAYS OF GOODS FOR SALE, OR TAKING ORDERS IS ALLOWED. These booths are strictly intended for promotional purposes only. Your organization may take in memberships and donations only. We encourage you to give out freebies to draw attention to your booth. Absolutely no exchanges of money for goods is allowed.

Costs

Non-profit booth costs are \$150 plus a \$10 Business License and \$10 booth permit fee (Total = \$170). Do not submit payment at this time. Payment is due upon notification of acceptance (June). Like all participants in Indian Market, all non-profit organizations must fill out the City of Santa Fe Business License form even though you will not be selling items.

ANY MISREPRESENTATION OR VIOLATION OF SWAIA RULES & STANDARDS WILL LEAD TO DISMISSAL FROM INDIAN MARKET AND MAY AFFECT YOUR FUTURE STATUS WITH SWAIA. MONITORS WILL EVALUATE ALL BOOTHS DURING THE INDIAN MARKET.

My signature indicates that I will comply with the rules set forth by SWAIA for Non-Profit Booths at the 2008 SWAIA Santa Fe Indian Market. I fully understand that I will not sell any products or goods.

Signature: _____

Date: _____

Title: _____



**Questions? Call Caren Gala at the SWAIA office at (505)983-5220, ext. 224.
Check out our website at www.swaia.org or send us an email at cgala@swaia.org**

City of Santa Fe

Special Event Business License Application

This form must be completed and signed by the applicant. Do not list any other booth sharers on this business license.

Applicant name: _____

Mailing Address: _____

Social Security #: _____
Street CITY STATE ZIP

Home Phone _____ Work Number _____

Select Booth Type:

Artisan

Food

Other

CRS Gross Receipts tax number is required to conduct business in the City of Santa Fe.

If you do not have a CRS Gross Receipt Tax I.D. Number, contact Taxation and Revenue at (505)827-0951 or the City of Santa Fe at (505)955-6551.

Do you have a prior City License? ___No ___Yes, enter license number _____

CRS I.D. No. _____ Class Code No. _____ 020E

Signature of Applicant _____ Date _____

The gross receipts tax is a tax imposed by the State of New Mexico on persons engaged in business in New Mexico for the privilege of doing business in New Mexico.

FOR OFFICE USE ONLY

Control # _____ Amount _____

Receipt # _____ Date _____

License # _____

2008 SWAIA Indian Market Non-Profit Booth Information

Indian Market Dates & Times
The 2008 SWAIA Santa Fe Indian Market dates and times are: Saturday, August 23, 7:00am to 5:00pm and Sunday, August 24, 8:00am to 5:00pm. Non-Profit booths are required to set up both Saturday and Sunday of Indian Market.

Eligibility
Non-Profit groups and organizations who provide services to U.S. Federally recognized tribal members are allowed to apply for a Non-Profit Booth at Indian Market. Non-Profits must submit one copy of your 501(c)(3) status when applying for a non-profit booth.

Booth Spaces & Location
Non-profit booths are located at the Cathedral Park near the Santa Fe Plaza. Booths are 10'x10' (canopy and poles only). Non-profits are required to bring their own internal set up including tables, chairs, displays.

Check List: Did you remember to . . .

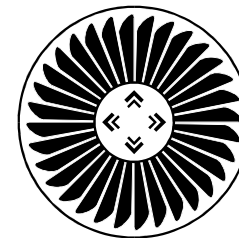
- Complete the entire application
- Submit one copy of your 501(c)(3) non-profit status
- Submit one copy of your mission statement
- Submit pamphlets or brochures about your organization
- Complete and Sign the Business License Form
- Sign your application

Incomplete applications will not be accepted. Deadline to apply: April 25, 2008.



WHERE NATIVE ARTS MEET THE WORLD

SOUTHWESTERN ASSOCIATION FOR INDIAN ARTS
P.O. Box 969 • Santa Fe, New Mexico 87504 • 505.983.5220 • www.swaia.org
SWAIA is a non-profit organization supporting Native arts and cultures



Deadline to apply

April 25, 2008