



UNITED SOUTH & EASTERN TRIBES, INC.  
**2017 USET SPF ANNUAL MEETING**  
CHEROKEE, NC  
OCTOBER 9-12

***Artisans Guidelines & Agreement***

The United South and Eastern Tribes, Inc. (USET) Artisans Vendor Policy is to promote the sale of American Indian/Alaska Native-made arts and crafts by providing an appropriate venue; however, exceptions are made at USET's discretion.

- Space is available to individuals who are members of a federally-recognized Indian Tribal Nation. Proof of Tribal enrollment must be included with this agreement.
- Days to sell items: Monday, October 9 through Thursday, October 12, 2017.
- Hours of Operation: 8:00 AM-5:00 PM Monday-Wednesday and 8:00 AM-1:00PM Thursday (unless otherwise noted).
- Set up time: 7:00 AM-9:00 AM each day.
- USET is not responsible for transporting crafts/wares to the selling area.
- **Items must be stored away from selling area each night.**
- Each artisan will be assigned one 6' or 8' table (according to availability at the hotel). Artisan is allowed to bring one 3' x 3' card table for additional selling space. Additional items such as clothing and/or display stands must be approved by USET before they are installed.
- USET and/or Harrah's Cherokee Resort and Casino are NOT responsible for any item lost, stolen or damaged.
- Artisans are welcome to enjoy the morning/afternoon breaks and are invited to all receptions.

***I have registered with United South and Eastern Tribes, Inc. (USET) to sell items during the USET SPF 2017 Annual Meeting and agree to follow the guidelines listed above.***

\_\_\_\_\_  
Artisan

\_\_\_\_\_  
Date



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**ARTISAN REGISTRATION FORM**

Pre-Registration - \$300.00 (Deadline September 22, 2017)

On-Site Registration - \$350.00 (After September 22, 2017)

Tribal Nation/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Booths @ \$300.00 (\$350.00 after September 22, 2017) = \$ \_\_\_\_\_

Description of items to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exhibit space will be located at the Harrah's Cherokee Casino Resort from Monday, October 9 through Thursday, October 12, 2017. The exhibit space will consist of one 6' or 8' table with chairs (according to availability at the hotel). Artisan is allowed to bring one 3'x3' card table for additional selling space. It is the individual's responsibility to pay for any special equipment needs. The cost for renting exhibit space is \$300.00 and must be received along with your registration by September 22, 2017. Please mail Artisans Guidelines and Agreement Form along with proof of Tribal enrollment to USET, 711 Stewarts Ferry Pike, Suite 100, Nashville, TN 37214, or fax to (615) 872-7417, or scan and e-mail to [wjanes@usetinc.org](mailto:wjanes@usetinc.org). If you have questions, please call the USET office at (615) 872-7900.

Additional needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\* Artisans Guidelines and Agreement Form must be signed and enclosed along with supporting documentation.**

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**FOR USET USE ONLY (PLEASE DO NOT WRITE IN THIS AREA)**

Purchase Order Amount \$ \_\_\_\_\_

Date \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

Invoice No. \_\_\_\_\_

Payment Received \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

Check No. \_\_\_\_\_

Date \_\_\_\_\_