



**NATIVE
ELEMENTS**
ART FESTIVAL + MARKET

HELPFUL HINTS

Tips for completing the Native Elements online registration form

Native Elements Art Market + Festival

FRIDAY, May 23 @ 6pm - 8pm Reception + Night Market

SATURDAY, May 24 @ 9am - 5pm Art Market

SUNDAY, May 25 @ 10am - 4pm Art Market

Registrations must be received by April 15, 2025

If you need additional assistance please contact Josh Rose at joshuaguthrirose@gmail.com or 505-680-8622.

Page 1 of the Form

1. Ignore the "Register" and "Sign In" and introductory information about the Garden at the top of the web page.
2. The Native Elements introductory material on the form includes the dates and hours of the market, general information for artists, table sizes and fee structure, and the cancellation policy for obtaining a refund.
3. At the bottom of the first page of the form is where you select a table size (ticket type) by entering a "1" in the Quantity box and also indicate whether you want to share the space with another artist. Remember that each artist must fill out a separate registration form.
4. When you finish with your selections click on the "Register" button in the lower left corner

Page 2 of the Form

1. You will be asked to provide your name, address, and email address.
2. If you want to share a table with someone you know, be sure to enter that person's name in the appropriate field - this is the only way we can match you with the correct tablemate.
3. You will then be asked to provide information about your tribal affiliation and other required data.
4. The "down arrow" represents a drop-down menu of choices.
5. If you requested electricity it will appear as "Registrant 2: Electricity" with your first and last name prefilled on the form. If you did not request electricity "Registrant 2: Electricity" will not appear on the form.
6. Be sure to answer all of the questions with a red asterisk (*) - if you do not you cannot proceed to the check-out page.
7. When you finish entering the information in all of the required fields click on the "Add to Cart" button in the lower right corner.

Page 3 of the Form

1. On this page you would see a summary of your charges: electricity if you selected it, the charge for your table space, and the total amount.
2. IGNORE THE "MAKE AN ADDITIONAL DONATION," "DELIVERY METHOD" AND "DISCOUNT CODE" - THESE DO NOT APPLY TO YOUR TRANSACTION.
3. Fill in the Name and Contact information of the person on the credit card that you will be using.
4. Ignore the "Register for Site" button.
5. Click on the "Check Out" button on the lower right side of the screen.
6. You will be asked to provide your credit card number and other information to pay for the total amount of the transaction.