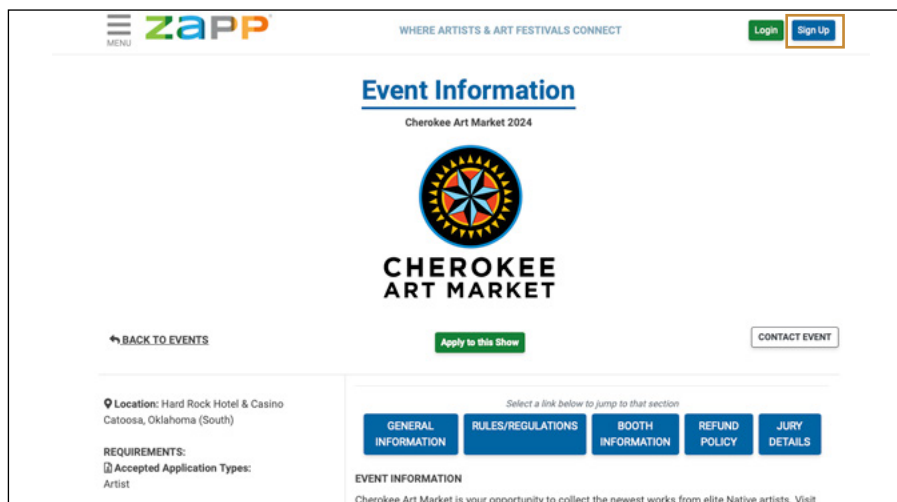


# CHEROKEE ART MARKET ZAPPLICATION

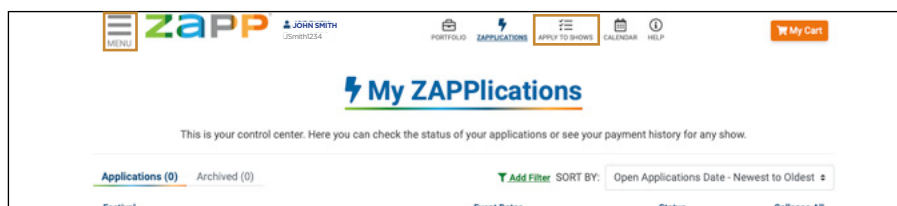
## HOW TO GUIDE

The Visit Cherokee Nation program and event team is excited to announce we have moved to Zapplication, a program made for artists applying to art shows and events. This program is used by markets across the country and will allow you to apply for all future art shows and events seamlessly. This user guide will help you with the initial creation of your account as well as walk you step-by-step throughout the 2024 Cherokee Art Market application. Creating your account is free and once your account is created, you will never need to repeat that process. From there, you will be able to log-in and fill out applications for any show or market that uses this program. Zapplication will store relevant information such as photos of your art, your W9 form and more for future use. Be sure to save your progress throughout the application process by clicking the green “save progress” button at the bottom of most pages. If you have questions during the application process, visit the [Zapp Help Center](#), [the Zapp Artist Help Center](#) or by email at [contactzapp@westaf.org](mailto:contactzapp@westaf.org).

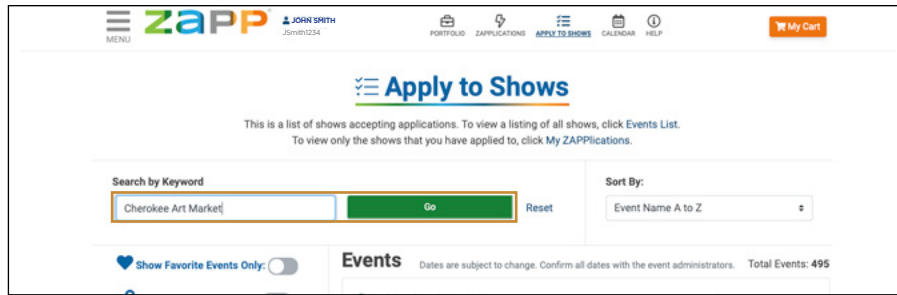
1. The new artist application can be found [here](#).
2. To begin the application process, you will need to create a free Zapplication account through the “Sign Up” button in the top right corner. If you have an existing Zapplication account, you may skip this step and login.



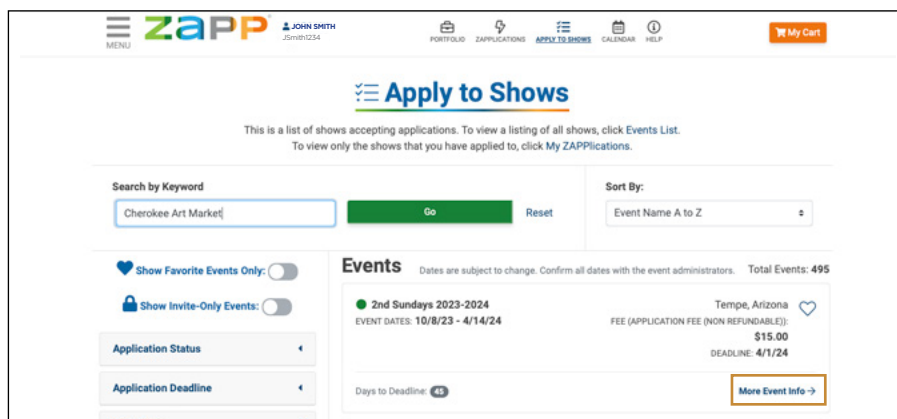
3. Once you have created your account or logged in, click “Apply To Shows” at the top of the screen.



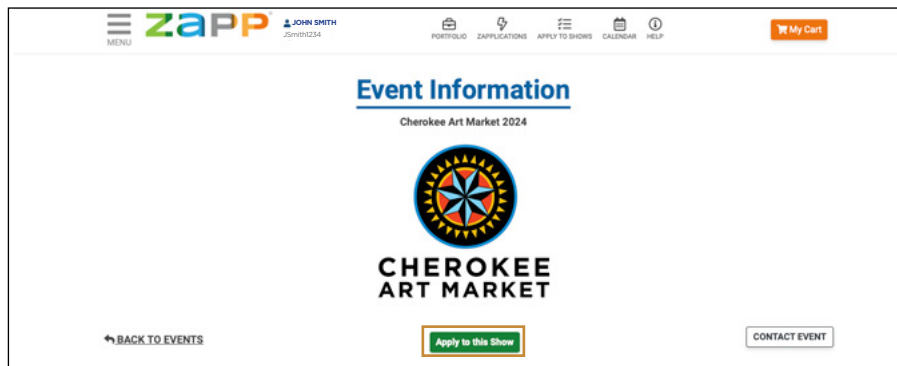
- Once on the Apply to Shows page, search “Cherokee Art Market” then click “Go”.



- Click “More Event Info” and you will be directed to the application page for Cherokee Art Market.



- Click “Apply to this Show” then carefully read and agree to the terms & conditions before clicking “Yes, I Agree”.



7. Select what kind of application you are submitting by selecting an option under the “Select Your Show Medium Category” drop-down. This will allow you select a class and division to enter for the show. If you are wanting to submit art into multiple categories, you will need to fill out an additional application for each category you are wanting to apply in.
8. Then select the “Description of Material and Technique” drop-down and either give a previously saved response (if you already had a Zapplication account with one saved) or type a description of the material and technique used in the creation of your art.
9. Next, select the type of application you are submitting (Individual, Shared, Co-op, etc.). If you are filling out an additional application to submit art in multiple categories be sure to select “Individual Artist Additional Class Entry.”
10. Select the Federally Recognized Tribe or Tribes in which you are a member/citizen of and upload proof of your tribal affiliation(s). If selecting more than one Federally Recognized Tribe, then you must provide proof of membership/citizenship for each tribe selected and answer “Yes” on the next question.
11. Select whether you would be interested in giving an artist presentation during the Cherokee Art Market (to learn more about what artist presentations entail, click the “?” icon to the left of the question.) If you choose yes, there are several questions you will need to complete about your presentation.
12. Please complete an artist bio that includes who you are, what tribe/tribes you belong to and what artform is your specialty as well as any other information you’d like to share about yourself or your art.

**zapp** JOHN SMITH JS1010234

PORTFOLIO ZAPPLICATIONS APPLY TO SHOWS CALENDAR HELP My Cart

## Application

Answer all questions marked (Required). Click **Save Progress** before leaving the page and to save your work often. Click **Continue** to move to the next page of the application.

**Cherokee Art Market 2024** Contact Event  
 Website: <https://www.visitcherokeeanation.com/cherokee-art-market>  
 Phone:  
 Fee (Application Fee): \$0.00  
 Booth Fee Range: \$150.00 - \$600.00

**7** Select Your Show Specific Medium Category (Required)

**8** Description of Material and Technique (Required)  
 Please provide a very brief statement (1000 characters or less) that describes the materials and techniques used to create your artwork. This statement may be read to the jurors.  
 Choose Method

*For Co-Op Businesses and Co-Op Collectives, type/insert a business/collective statement about your group.*

**9** What kind of application are you submitting? (Required)  
 Individual Artist (Solo Booth)  
 Individual Artist (Solo Booth) Additional CLASS Entry  
 Individual Artist in a Co-Op Collective  
 Shared Booth Artist (2 artists selling individual work)  
 Co-op Business (Works created by 2 or more artists working under the same business name)  
 Co-op Collective (3 or more artists exhibiting together as a collective)

**10** Please select the Federally Recognized Tribe or Tribes that you are a member/citizen of. Please note that you will need to upload proof for all tribes. (Required)  
  
 Did you select more than one tribe in the previous question? (Required)  
 Yes  
 No

**11** Upload proof of your Federally Recognized Tribe membership/citizenship. (For Co-Op Businesses, combine all members of your co-op into one document and upload.) (Required)

**11** Would you like to be considered to present at the O'GLA®V.I. Artist Presentation Stage? (Required)  
 Yes  
 No

**12** Please provide an artist bio. (Required)



13. Upload a completed W9 Form. If you are needing a blank W9 form to fill out, click on the W9 form link provided at the end of this question.

13 Please upload a completed and signed W9 Form.  
CLICKING THIS LINK TAKES YOU AWAY FROM THE APPLICATION, SAVE PROGRESS BEFORE CLICKING OR RIGHT CLICK TO OPEN A NEW TAB: [Form W-9 \(Rev. October 2018\) \(irs.gov\)](#)

W9

14 Provide a headshot or photo that may be used in promoting, marketing, or social media posts about Cherokee Art Market. For associations, galleries, and businesses, a logo may be uploaded.

If no headshot/photo/logo is provided, then you may be excluded from promotional opportunities.

Headshot Photo

BACK Save Progress Continue

14. Next, you will be asked to provide a headshot image of yourself or your group (you may have done this already if you selected “Yes” to giving a presentation). Then you will select the “Continue” button at the bottom of the page.
15. On the next page, you will be required to provide 4 images of your work to be juried into the Cherokee Art Market as well as a photo of your booth. These should be items related to the art medium you signed up for on the previous page. To upload images, select “Upload Artwork Image” box.

Image Selection Image Requirements

Upload new images or choose images from your portfolio:

- Select an image from your portfolio by clicking on the thumbnail or checkbox next to the image.
- Upload a new image by selecting the **Upload Image** button in the **Portfolio** section.
- Your images will appear to jurors in the order you select them. Click the **Reorder Images** button to drag and drop the images into a different order.

Click **Save & Preview** to review your application before completing checkout.

Select Artwork Images: 0 / 4

Select Booth Shot: 0 / 1

Image 1 Image 2 Image 3

Image 4

Booth Shot

Change Image Order Save & Preview

My Artwork Images

Sort by: Title (A-Z)

You do not have any artwork images uploaded to your portfolio. Click “Upload Artwork Image” to upload new images.

15 Upload Artwork Image



16. From here, you will be able to upload a file as well as provide details such as a title, description, price/value of the piece, size of artwork, etc. **BE SURE TO FOLLOW IMAGE GUIDELINES** given at the top of the page in the blue “Image Guidelines” box. Once you have completely filled out these detail fields for your artwork, select the “Submit” button at the bottom of the page.

**Upload New Artwork Image**  
Images can be attached to applications that collect images for jurying. Photos must be a minimum of 1400 pixels on the longest edge. For the best results, see our Image Preparation Guidelines.

[Image Guidelines](#)

**\*\*Required fields are in bold**

**Media File**  
Choose a file...

**Image Title**  
Image Title  
60 max characters

**Folder**  
Not in Folder

**Price/Value**  **Year completed**

**Medium**  
Medium Type

**Measurement Type:**

**Height**  **Width**  **Depth**   
Enter Zero if not applicable

**Description**   
Add description here...  
i.e. Glass vase hand-blown, fused and cold-worked. Includes over 80 color combinations.

**Create Tag**

**Comment**

**Tags**

[BACK](#)

17. Next, follow the same process to upload an image of your booth. This can be an image of your booth from a past Cherokee Art Market or at other art markets you participated in. **BE SURE TO FOLLOW IMAGE GUIDELINES** given at the top of the page in the blue “Image Guidelines” box. After uploading all images (5 total) **from step 16 and this step**, select the “Save & Preview” button at the bottom of the page.

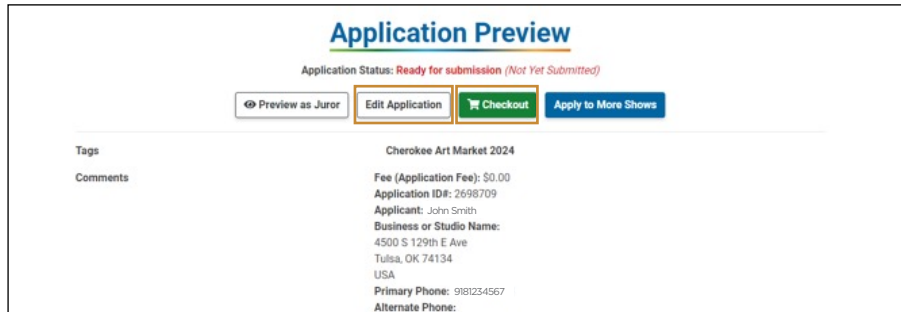
**★ My Booth Shots**

You do not have any booth shots uploaded to your portfolio. Click "Upload Booth Shot" to upload new booths.

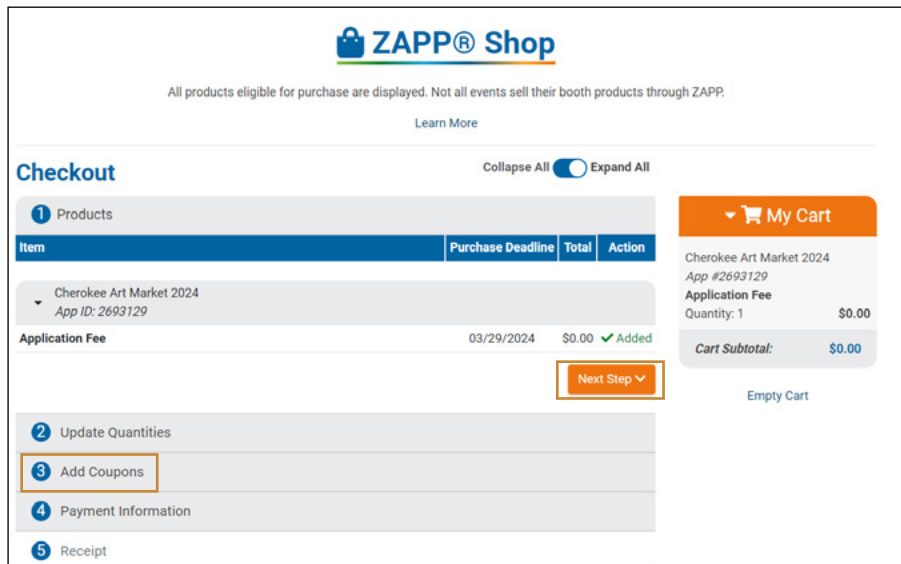
[BACK](#)



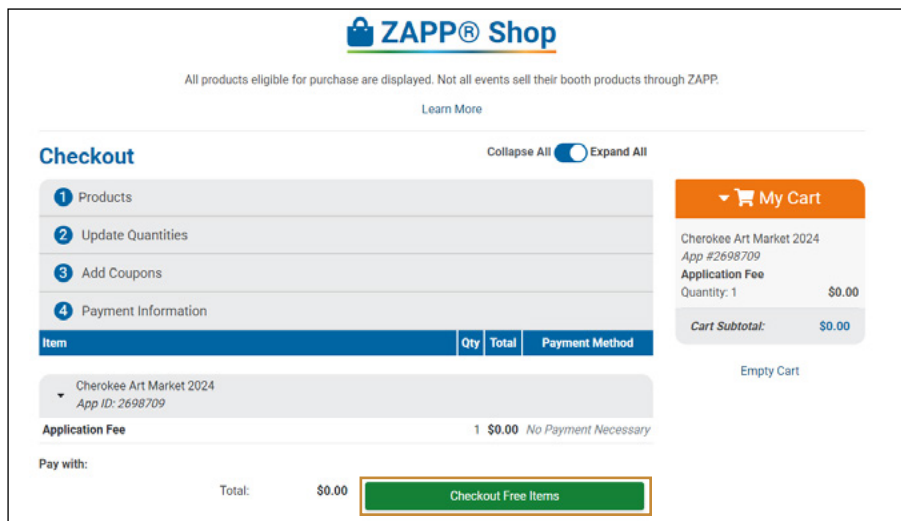
18. Once you have completed this application, you will be taken to an Application Preview page where you can review the details of your application before submitting. If you need to make an edit, select the “Edit Application” button. If your application is correct and complete, select “Checkout”.



19. The application fee is \$0. Click the orange “Next Step” button and then proceed to click “Next Step” twice more to move through the “Update Quantities” and “Add Coupons” sections.



20. Click the green “Checkout Free Items” button.



21. Now that you have reached the “Payment Information” section, click the green “Submit” button. You will then be shown a virtual confirmation of your submission and be given the option to print a receipt for your records. You will also receive an email confirmation. Congrats! You’ve successfully applied to showcase your work at the 2024 Cherokee Art Market!

4 Payment Information

Item	Qty	Total	Notes
Cherokee Art Market 2024			
App ID: 2701411			
Application Fee	1	\$0.00	

Cart Subtotal: **\$0.00**

Empty Cart

You must click Submit to complete this transaction.

Submit

## Thank you for using ZAPP®!

Your transaction was successful.

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JOHN SMITH (jsmith)
Order: 2612353

Purchase Date: February 14th, 2024 at 11:18 AM

Event Name	Item	Cost	Qty	Discount	Subtotal
Cherokee Art Market 2024 Application ID #2698709 <a href="#">View Refund Policy</a>	Application Fee	\$0.00	1	None	\$0.00
	<b>Total Paid:</b>				<b>\$0.00</b>

Print Receipt

### NEXT STEPS

Returning Cherokee Art Market Artists will be notified of their acceptance status on **May 31st**.  
New Artists being juried in will be notified of their acceptance status on **June 17th**.

