



# Smithsonian Enterprises

## National Museum of African American History and Culture (NMAAHC) Guidelines for Vendor Proposal

---

Thank you for your interest in becoming a part of the National Museum of African American History and Culture Museum Store. Our Museum Store proudly presents crafts, publications, and recordings that illustrate the richness and diversity of the African American experience.

In offering the Smithsonian Institution your product for sale in our Museum Store, the vendor shall be responsible for complying with all applicable laws, policies, and regulations governing the supply of merchandise including, but not limited to, consumer product safety, labeling, imports (customs), endangered species and agricultural food products, and intellectual property (trademark, copyright, and the rights of privacy and publicity).

The Museum Store is looking for original items made by artists and artisans. These items must be made with a high standard of craftsmanship, design, and composition and should also seek to reflect the National Museum of African American History and Culture's [vision statement](#), promote its exhibitions and collections, and highlight African American history.

Items sought include: jewelry, note cards and stationery, children's items, ceramics, original small format paintings and prints, sculpture, and other distinctive gift items that may represent the African American experience. Merchandise made in the USA will be given preference.

If you are interested in submitting your craft or product for possible sale in the Museum Store, please complete and submit the following materials to be considered for placement. If you would like to submit multiple products for consideration, please submit a separate **Vendor Questionnaire** for each product:

- Completed **Vendor Consideration Questionnaire** (*One required for each product submitted*)
- Completed **Vendor Biography**. Review *Guidelines for Vendor Biography* for details.
- **3 JPG images** of each product/item to be considered for sale in the Museum Store

Please e-mail completed forms to: [NMAAHC MuseumStore@si.edu](mailto:NMAAHC MuseumStore@si.edu). Due to the high volume of submissions, we are unable to respond to individual proposals. We will notify you if there is an interest in the product.



# Smithsonian Enterprises

## National Museum of African American History and Culture (NMAAHC) Vendor Consideration Questionnaire

---

Date: \_\_\_\_\_

Vendor first name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Vendor last name: \_\_\_\_\_

Company name (if applicable): \_\_\_\_\_

Business phone: \_\_\_\_\_ Other phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website (if available): \_\_\_\_\_ Social Media/Blog links: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Type of Product (*e.g.*, jewelry, book, ceramics, music, etc.):

\_\_\_\_\_

Name and description of the product to be considered for sale (maximum 200 words): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Production capabilities (*How much can you produce in a month; please specify quantities*):

\_\_\_\_\_

\_\_\_\_\_

What is the suggested retail price for the product? : \_\_\_\_\_

Do you wholesale? Please provide a price range for the product: \_\_\_\_\_

\_\_\_\_\_

List other stores/venues where this product is sold: \_\_\_\_\_

\_\_\_\_\_

What is the best time of year to get product from you? : \_\_\_\_\_



# Smithsonian Enterprises

## **National Museum of African American History and Culture (NMAAHC) Guidelines for Vendor Biography**

---

As part of the Museum Store product consideration efforts, we ask that you submit a brief, one-page biography along with your application. If you or your company have a formal biography, please include it with your application materials. In your narrative, please include the following information:

- Vendor name
- Company name (if applicable)
- Website (if applicable)
- Name and description of the craft(s)/product(s) submitted for consideration
- How do your craft(s)/product(s) support the mission statement of the National Museum of African American History and Culture?
- How long have you been creating/producing your craft(s)/product(s)?
- What inspired you to become an artist/business owner, etc.?
- What inspires your work?
- What are the most frequently asked questions about the craft(s)/product(s) submitted for consideration?
- Is there anything else we should know about you or your craft(s)/product(s)?