



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. 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.

CONTACT INFORMATION

Date

Title

First Name

M.I.

Last Name

Company Name
(if applicable)

Business phone

Other phone

Fax number

E-mail

Website (if
available)

Social Media/
Blog links:

Street Address

City

State

Postal Code /
Zip Code

Country

PRODUCT INFORMATION

Type of product
(e.g., *jewelry*,
book, *ceramics*,
music, etc.)?

Name and
description of
the product to be
considered for
sale?

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?

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 NMAAHC?
- 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)?

Biography