

ARTS & CRAFTS BOOTH

INFORMATION/ APPLICATION



UNITED TRIBES TECHNICAL COLLEGE

48th Annual

UNITED TRIBES INTERNATIONAL POWWOW

September 08-10, 2017

- Attracts over 30,000 visitors to Bismarck/Mandan
- Arts and Crafts booths featuring traditional and contemporary items
- Security on duty 24 hours during the event
- Great Exposure for sale items of Native American origin

ARTS & CRAFTS BOOTH

RULES & REGULATIONS

DATE AND LOCATION

The International Powwow begins on **Friday, September 8th** and ends on **Sunday, September 10th, 2017**, with events taking place at the United Tribes Technical College Lone Star Arena in Bismarck, North Dakota.

BOOTH SETUP

Vendors must contact Bernard Strikes Enemy at 701-221-1764-upon arrival. **NO SETUP MAY BE STARTED OR PERFORMED UNTIL CLEARANCE HAS BEEN GIVEN BY PROPER AUTHORITIES. ABSOLUTELY NO EARLY SALES BEFORE THURSDAY. *Vendors will be charged an additional \$50.00 fee per day for booths that are set up before 11:00 a.m. Wednesday.**

Because of the high demand of space availability during this event, and the importance of placement of each booth, no vendor will have the right in the choosing of the booth space. All booths will have preassigned booth numbers before arriving at UTTC, therefore there will be **NO BOOTH SPACE SWITCHING OR CHANGING.**

PAID Vendors MAY NOT sublet their Booth space to another Vendor without prior approval from the Powwow Vendor Coordinator, or the UTTC Powwow Committee.

The average arts and crafts vendor space is 12' x 15'.

No selling may be done out of vehicles or by soliciting sales on the grounds unless person(s) are REGISTERED and PAID vendors of the United Tribes International Powwow. If anyone is reported to Security officers and/or caught selling merchandise/food without registering and/or paying the customary Powwow vendor fees, they will be assessed a fine of \$100.00 and will be asked to leave the premises immediately and/or be required to pay the FULL FEE of \$1000.00 as a Food Vendor or either \$500.00 as an Arts/Crafts Vendor.

However, a public rummage sale for hardship purposes (gas money, food, travel, etc.) is held from 9:00 a.m. to 11:00 a.m., Sunday morning, in the front of the Education building area for private individuals who are not Registered/Paid Vendors of the Arts and Crafts and/or Foods. Please contact the announcers stand or Security for more information.

ELECTRICAL SPECIFICATIONS

Each paid vendor space is provided with one (1) 110 volt outlet for their use during the event. Only one electrical cord is allowed per outlet and it must be 14 gauge/3 wire or heavier. If a stand is beyond 25', a 10 or 12 gauge is required. All cords must be grounded and plug type. The use of electrical appliances using large amounts of electricity shall be restricted to two (2) per outlet or less, since wiring, transformers and breakers are limited. Examples are coffee pots, deep fryers, fry pans, toasters, etc. **NO ELECTRICAL TAPS** will be made to service lines or panels for additional electrical needs. Vendors must furnish all electrical cords for their own needs

Vendors MUST have a Surge Protector device with a built in On/Off Switch and an Over Current Protection.

Electricity WILL NOT be provided for campers, mobile homes, trailers, air conditioners, etc. Vendors may use their own portable electrical generating equipment, however, it must be provided with a noise-control device and must be located a sufficient distance from the bowery to prevent noise interference. All cords, hookups, plugs and wiring must be safe to prevent injury to spectators. Vendors agree to indemnify, defend, and save harmless UTTC and its employees from any and all claims or losses occurring or resulting from electrical use. UTTC assumes no liability to furnish electricity, should power fail, be interrupted, or by any acts of God.

All vendors consuming electricity from United Tribes will be inspected by the North Dakota State Electrical Board and will be assessed a \$15.00 Inspection Fee to be paid by vendors in CASH. Receipts will be issued if needed.

THIS IS A PREREQUISITE TO OPENING THE STAND.

VENDOR RESPONSIBILITY

Each vendor is responsible and liable for any damages they may acquire while on the premises, and are totally liable for any damages sustained on their equipment or merchandise before it is sold. The United Tribes International Powwow or United Tribes Technical College does not accept liability of the vendor's goods, equipment, or injuries that may occur as a result of doing business, or of an act of the Vendor, or acts of the participants or spectators at the United Tribes International Powwow.

Arts and crafts vendors are provided a space only. It is the vendor's responsibility to provide all display materials, and/or any tables, chairs, food seating area, etc. Vendors are also responsible for the safety, sturdiness and protection of these items in case of any unforeseen events of gusty wind or weather. Vendors should be prepared for inclement Weather – tarps, umbrellas, and warm clothing are recommended.

Vendors are responsible to monitor their booths at all times. The vendor is also responsible for the security of his/her money and providing the necessary change.

Vendors are also urged to keep their rented space area clean. Place all trash, boxes, etc. in the centrally located trash dumpsters. Cleaning up the surrounding area of your rented space is more appealing to spectators and customers and is environmentally friendly.

Security will be on duty 24 hours per day. However, if you leave your booth and/or tables unattended at any time or overnight, it will be at your own risk.

PARKING

Only one vehicle is permitted per vendor in vendor space. All other vehicles belonging to vendors must be removed from the Bowery area. Any person(s) failing to comply will be asked to report to Security, and may face the possibility of being towed away.

REGISTRATION

Application Deadline is: **AUGUST 7, 2017.**

All reservations are confirmed on a first-come, first-serve basis, with the Native American preference given to applications and by the date application and payment was received. All payments **must be paid in full** before application will be considered. **UTTC will not "HOLD" any VENDOR SPACE - all spaces MUST BE PREPAID.**

The UTTC Powwow Committee reserves the right to refuse any application. Vendor agrees that if they have been accepted by the Committee in the past year(s), that the Committee is under no obligation to rent space to the Vendor in the future.

Upon denial of application, all booth fees will be returned. However booth fee is **nonrefundable under any other circumstances.**

NO SHOWS WILL FORFEIT THE ENTIRE BOOTH FEES

FEES

The Arts and Crafts Vendor Fee for the entire weekend is:

FULL SPACE (12'x15'): \$600.00

***EARLY SETUP: \$50.00/day (See Booth Setup - Page 1)**

Booth fees may be paid either with a MONEY ORDER, CASHIER'S CHECK, or a PURCHASE ORDER (documentation required) ONLY. NO PERSONAL CHECKS WILL BE ACCEPTED. CASH PAYMENT will not be accepted through mail service, and is accepted ONLY if paid in person to the UTTC Finance Department where a receipt may be given at that time.

The Arts and Crafts Vendor Fee includes two (2) Weekend Vendor Wristbands for Half Space Vendors and four (4) Vendor Wristbands for Full Space Vendors. Vendors with additional staff must purchase additional Wristbands for each additional person at \$20.00 each. There are NO EXCEPTIONS. Wristbands **MUST BE WORN** - Any wristbands cut or taped will be considered VOID and must be repurchased.

Please be advised that payment at this time does not guarantee you a reserved booth space. This is ONLY an invitation to apply. Notification of acceptance and/or denial will be confirmed by mail and/or by phone before AUGUST 7, 2017.

All applications must be completed IN FULL and must be accompanied by the booth fee.

Make payable to: United Tribes International Powwow.

CONDUCT

The highest personal conduct and integrity is expected of all Exhibitors in the vendor area and in the arena. The consumption of alcohol beverages or use of drugs is strictly prohibited. **Anyone found violating this regulation will be escorted off campus without compensation of booth fee.** United Tribes Technical College is an ALCOHOL/DRUG FREE Campus and we require that ALL persons adhere to this ruling.

Vendors who fail to appear, perform or otherwise substantially comply with the terms of this agreement during the time of the powwow shall constitute a breach of this agreement, and shall thereby negate any obligation of the United Tribes International Powwow. United Tribes Technical College is in no way liable for any part of this agreement. The United Tribes Technical College's sole role in this event is facility coordination with the Powwow Committee and has the authority to demand requirements on the event as are mandated by law and policy. If for any unforeseen reason United Tribes Technical College must cancel the event, United Tribes Technical College is not responsible for any compensations.

DUE TO SAFETY AND SECURITY MEASURES FOR ALL POWWOW VISITORS, ABSOLUTELY NO PETS ARE NOT ALLOWED ON THE CAMPUS GROUNDS. Vendors will be asked to remove the pet(s) from the premises. Should a vendor fail to comply, they will be asked to leave and FORFEIT ALL VENDOR FEES.

SALES TAX

Each vendor is responsible for collecting North Dakota Sales Tax (6%) on all sales made during the event. You are required by law to collect 6% sales tax and mail your proceeds to the local office of the North Dakota State Tax Commissioner.

OTHER

The use of the United Tribes International Powwow logo and/or annual Powwow poster art is strictly prohibited without prior written consent of the United Tribes International Powwow Committee. Persons violating logo/powwow art usage will be prosecuted to the fullest extent of the law.

EXCLUSION

The UTTC Powwow Committee reserves the right to refuse the sale of any item(s) which it deems to be inappropriate, immoral, derogatory, offensive or dangerous to its visitors. This to include selling of items such as noise makers, squirting devices, laser lights or items and/or apparel that promotes the use of tobacco, drugs and/or alcohol or any inappropriate verbiage/artwork.

ABSOLUTELY NO WEAPONRY may be sold, such as knives, guns, bows, etc. or any illegal items.

Booths will be investigated thoroughly upon setup and periodically throughout the weekend. Any vendor found to be selling any of the aforementioned items and/or objects, will be required to remove them immediately. After first warning, failure to comply will be grounds for agreement cancellation and exhibitor removal without compensation of space rental fee.

Conducting the sale of raffles and/or soliciting of monetary donations is also prohibited.

Please complete and submit the attached application with your signature affixed, accompanied by cashier's check or money order before **August 7, 2017.**

ARTS & CRAFTS

Contract and Application

Deadline: August 7, 2017 - NO EXCEPTIONS!

NEWVENDOR REPEATVENDOR Tax Permit #: _____

Vendor Name of _____ Business Responsible _____ Name _____ Party _____
Address _____

City, State, Zip _____

Phone: (W) (_____) _____ - _____ (H) (_____) _____ - _____ E-Mail: _____

(You must list a contact phone number where you can be reached, if not your own, a contact person and the phone number where they may be reached during the day.)

Alternate Contact Person: _____ Phone: (_____) _____ - _____

Tribal Affiliation (if applicable): _____

Address _____

City, State, _____ Zip _____

List **ALL** items which be sold in your stand.: _____

How many people will be working in your stand? _____ (Only 2 Arts & Crafts Vendor Passes will be given, additional passes must be purchased.)

In applying my signature, I agree to abide by all policies, rules and regulations provided for Vendors by the United Tribes Technical College International Powwow Committee, Bismarck, North Dakota.

UTTC and it's members and Board, assume no risk; and by acceptance of this agreement, the Vendor expressly releases those named above from any and all liability for any damage, injury, or loss to any person or goods which may arise from the rental and occupation of said space by the vendor, and agrees to hold and save those named above harmless of any loss or damage by reason thereof. Vendor also agrees to save those named above harmless from any and all claims made, which arise out of merchandise exhibited and or sold by the vendor on the premises at the UTTC International Powwow.

Signature _____ Date: _____ / _____ / _____

FOR OFFICE USE ONLY

Date Application Received: _____ / _____ / _____

ACCEPTED Booth Space#: _____ DENIED / Reason: _____

TYPE OF PAYMENT: Money Order Cashier's Check Cash Purchase Order #: _____

