



FOOD VENDOR

INFORMATION/APPLICATION

48th Annual

UNITED TRIBES INTERNATIONAL

POWWOW September 08-10, 2017

**TOBACCO
FREE
CAMPUS**

- 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

**KEEP
TOBACCO
SACRED**

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 **Robert Fox at 701-323-3904** 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 food vendor space is 30' x 15'. Vendors requiring less space, must purchase a half-space which must fit within a 15'x15" area. Any **HALF OR FULL** space allotment which goes beyond the required dimensions, will be required to purchase the **FULL SPACE OR TWO FULL SPACES. NO EXCEPTIONS! Half spaces will only be allowed if there is another vendor available to fill the other half. Full space vendors' takes precedence over half space vendors.**

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 \$1300.00 as a Food 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 supplied with one 20 Amp 120 Volt duplex receptacle or one 50 Amp 250 Volt 4 wire connection for their use during this event. Only one electrical cord is allowed per outlet. **All 250 Volt connections will be hard wired into the**

system. Vendors who require a 50 Amp 250 Volt connection must have 4 wire cord 8/3 with ground minimum. All 50 Amp 250 Volt connections will be hooked up by the electrical staff at UTTC. NO SELF WIRING WILL BE ALLOWED ON THIS SETUP. 12/3 gauge electrical cords are a minimum requirement for a 120 volt plug in. All cords must be grounded and plug type. All vendors should have an electrical panel for disbursement of electricity in their booth for 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, deep freezers, 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.

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

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.

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.

Food 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.**

Notification of acceptance and/or denial will be confirmed by mail to the address given and/or by phone before **AUGUST 14, 2017.**

NO SHOWS WILL FORFEIT THE BOOTH FEES.

FEES

The Food Vendor Fee for the entire weekend is:

FULL SPACE (30'x15'): \$1300.00 HALF SPACE (15'x15'): \$800.00

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

Booth fees may be paid either with a CREDIT CARD, 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. **If you would like to pay with credit card please contact the Finance Office 701-221-1423**

The Food Vendor Fee includes **six (6) Weekend Vendor Wristbands.** Vendors with additional staff must purchase Weekend Vendor Wristbands in advance at \$15.00 per person. 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 4, 2016.

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 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

We are required by law to provide your Tax Permit Number to the North Dakota Tax Commissioner.

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.

HEALTH INSPECTIONS

Vendors must be prepared for local and state inspections should the need arise. Must display a current and valid food handlers permit from local or home area.

INSURANCE

Vendors are required to provide a certificate or other evidence as proof of insurance. Vendors must carry a \$1,000,000 liability policy with United Tribes Technical College named as the additional insured for the dates of **September 08-10, 2017.**

OTHER

The use of the United Tribes International Powwow logo is strictly prohibited without prior written or verbal consent of the United Tribes International Powwow Committee.

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

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

IF MAILING APPLICATION: PLEASE CLIP AND RETURN THIS PORTION OF APPLICATION ONLY

FOOD VENDOR

Contract and Application

Deadline: August 7, 2017 - NO EXCEPTIONS!

NEW VENDOR REPEAT VENDOR Tax Permit#: _____

Vendor Business Name _____

Name of Responsible Party _____

Address _____

City, State, Zip _____

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

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

Tribal Affiliation (if applicable): _____

Address _____

City, State, _____ Zip _____

List ALL items which will be sold in your stand. (Continue on back if necessary): _____

How many people will be working in your stand? _____ (Only 6 Food Vendor Wristbands will be given, additional wristbands must be purchased at

\$15.00 each. Wristbands MUST BE WORN - Any wristbands cut or taped will be considered VOID and must be repurchased.)

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 its 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: ____/____/____ Insurance Received: Yes No

ACCEPTED Booth Space#: _____ DENIED/Reason: _____

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

