



The 47th Annual Stanford Powwow

May 11-13, 2018

VENDOR APPLICATION

Postmark Deadline: January 31, 2018
Notification of Acceptance: March 1, 2018

Vendor Fees

Application Fee (required for application to be considered):	\$25.00
Single Space Arts & Crafts (10ft. wide x 15ft. deep):	\$450.00*
Double Space Arts & Crafts (20ft. wide x 15ft. deep):	\$850.00*
Single Space Food (10ft. wide x 15ft. deep):	\$900.00**
Non-Profit Informational (10ft. wide x 15ft. deep):	\$100.00

*Arts & Crafts Booth Fee includes a mandatory electricity fee. Generator will be provided for Arts & Crafts Booths.

**Food Booths must bring their OWN generator. Power will not be provided.

NOTICE: Prices for Single Space and Double Space Arts & Crafts have been updated and increased by \$50 after 10+ years of remaining the same price, to ensure that all Stanford Powwow facility fees are covered.

Vendor Permits

- Each vendor must have a current California Seller's Permit by **April 15, 2018**. For more information, contact the California State Board of Equalization at (800) 400-7115, or visit their website at <http://www.boe.ca.gov>.
- **Each food vendor is required to also have a current Santa Clara County health permit and provide a total of \$100 in meals over the course of the event to feed the Powwow Head Staff.** For more information on the health permit, contact Santa Clara County Department of Environmental Health at (408) 918-3400, or visit their website at <http://www.sccgov.org/portal/site/scc>.

Application Checklist

Completed Applications must have these documents and payments.

Vendor Type	Completed Application	App. Fee Check (\$25)	Booth Check	CA Sellers Permit	Environmental Health Permit
Arts (single)	<input type="checkbox"/>	<input type="checkbox"/>	\$450	<input type="checkbox"/>	
Arts (double)	<input type="checkbox"/>	<input type="checkbox"/>	\$850	<input type="checkbox"/>	
Food	<input type="checkbox"/>	<input type="checkbox"/>	\$900	<input type="checkbox"/>	<input type="checkbox"/>
Info	<input type="checkbox"/>	<input type="checkbox"/>	\$100		

Incomplete and/or Late Applications (including all payments) will NOT be considered.

All Booth Committee decisions are FINAL!

General Information

Name of Booth			
Booth Type	Arts/Craft Single <input type="checkbox"/>	Arts/Craft Double <input type="checkbox"/>	Food <input type="checkbox"/> Info <input type="checkbox"/>
Contact Name			
Tribal Affiliation			
Are you an artist selling your works?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
Mailing Address			
Phone Number		Fax Number	
Email address			
<p>What ways do you as an artist or vendor contribute to the Native American Community? How would the presence of your booth add to the 47th Annual Stanford Powwow? Would your booth contribute to our environmental sustainability efforts?</p>			

What has been your participation in the Stanford Powwow before? Have you ever applied or been a vendor in a previous years?

Vendor Questions

Your answers may be a determining factor in your application.
Please feel free to attach extra sheets if necessary.

Do you have any special needs? i.e. wheel chairs, etc. for assessing the booth location assignments on the powwow grounds layout

If you have a booth location preference, see final page.

Vendor Instructions

Describe the items to be sold/displayed at your booth and a price list, if applicable.

- **Arts & Crafts Vendors:** Submit several close-up photos and a written description of the artwork that you intend to sell and a price list. Photos **MUST** be included.
- **Food Vendors:** Please send a copy of your menu, including a description of the dishes you serve and a price list.
- **Information Booths:** Please describe the information or the service to be provided and send samples of any information you wish to distribute.

ON A SEPARATE SHEET OF PAPER

Send two SEPARATE checks/money orders, the \$25 application processing fee AND the appropriate booth fee. Make all money orders or checks payable to: "SAIO Powwow".			
Method of Payment	Money Order <input type="checkbox"/>	Check <input type="checkbox"/>	
<i>List Check or Money Order Numbers:</i>			
Application Fee		Booth Fee	

*Booth Fee: The total amount, specific to your booth type, must be covered by **one** check/money order. Booth Fee checks will not be cashed until all accepted parties are notified. If an applicant is not accepted to this year's powwow the check will be returned in full.

Mail Completed Application To:

Mail to:
 47th Annual Stanford Powwow, Attn: Booth Committee
 P.O. Box 20090, Stanford, CA 94309

Please **DO NOT** purchase a signature confirmation service when your application is delivered. Instead, we suggest you purchase insurance coverage to ensure that your application does not get returned. Signature confirmation service often results in failed deliveries due to no one being able to sign during Stanford holiday breaks.

Or

Email to:
 Email: powwowboothstanford@gmail.com With subject: Vendor Application - [INSERT YOUR NAME]

For information on how to submit the application online, please check powwow.stanford.edu.

Booth Preference Selection

Please circle the booth number you prefer. Vendors applying for a double booth, please select two booth numbers that are side by side.

THIS DOES NOT GUARANTEE THAT YOU WILL BE ASSIGNED THIS BOOTH!

Food Booth Vendors - Please circle one booth between A - L.

Arts & Crafts Booth Vendors - Please circle one (doubles select two) booth between 1 - 88.

Information Booths - Please circle one booth between 89 - 102.

BOOTH MAP

