

2017 SACRED SPRINGS POWWOW
Meadows Center ▪ 201 San Marcos Springs

Deadline: Sept. 1, 2017



TWO-DAYS, October 14-15, 2017
Saturday | 10:00 AM – 9:00 PM
Sunday | 11:00 AM – 5:00 PM

Produced by **Indigenous Cultures Institute** ▪ PO BOX 1414, San Marcos, TX 78667 ▪ (512) 393-3310

Indigenous Cultures Institute invites you to apply for a vendor's booth at its **2017 Sacred Springs Powwow**. **This year we're expanding to a TWO-DAY weekend powwow, Saturday and Sunday.** We are limiting the spaces to 50 vendors.

PLEASE NOTE: Vendors will be set up on a golf course, so you cannot drive to your booth space. We will provide golf carts and volunteers to load-in and load-out your products. Spaces will be assigned on a first come, first served basis on the day of set-up, Saturday, October 14th.

This year we're continuing our digital media campaign which netted us almost 4,000 visitors last year. This year we're hoping to hit 5,000 guests. Please call us for flyers to give to your customers at your events.

Notice of Acceptance: If you are accepted in the powwow, we will post your booth on our website immediately, www.IndigenousCultures.org/vendors.html. If you are not accepted, your booth fee check will be returned immediately with a letter of explanation.

BOOTH FEES INCREASED: Because we are expanding to two days and the increased cost this brings to the powwow, we are raising the booth fees. For this extra cost, you will receive:

- 9 additional hours of sales over two days
- Assistance loading and unloading your products
- An extra 2 feet in spaces to accommodate side aisles
- Host hotels charging you lower rates
- Arrangements for electricity after dark on Saturday
- Pan dulce and coffee on Sunday morning

FOOD BOOTHS: Food vendors will be accepted by invitation only – please call us. Food Booth Fee: \$300.

BOOTH SIZES:

1. Booth sizes are 12' wide X 10' deep for a single or 22' wide X 10' deep for a double. You must bring your own tent or covering. You must bring your own tables and chairs.
2. 12' X 10' FEE: \$175.00. 22' X 10' FEE: \$250.00. Food booth fee is \$300. Nonprofit booths are free.
3. If your check is received after September 1, 2017, your booth request will be placed on a waiting list. If there is a cancellation, we will notify you and you will be accepted into the event. If there is not a cancellation by the event date and you are not accepted into the event, we'll mail you a refund of your booth fee by October 15, 2017.
4. Booth fees will be refunded if the event is canceled for any reason. Otherwise, **fees are non-refundable.**

FEE PAYMENT DEADLINES:

1. Please mail us your signed Application Form and a check for your booth space.
2. Make your check payable to **Indigenous Cultures Institute**, and mail to: **P.O. Box 1414, San Marcos, TX 78667.**
3. **Deadline** for submitting your signed application and booth fee is **September 1, 2017.**

ELECTRICITY: Limited electricity for your lights will be provided during dark hours on Saturday. Let us know if you are bringing a generator.

LOAD-IN INFORMATION:

1. Set-up for vendors begins at 6:00 AM.
2. Drive up to the Vendor Coordinator station and check in. You will be directed to a parking space across the road from the powwow grounds. You will be called to set up from your parking space on a first-come, first-served basis. We will assist you in moving your products from your parking space to your booth space.
3. Gates open to the public at 10:00 AM on Saturday and close at 9:00 PM. On Sunday, gates open at 11:00 AM and close on 5:00 PM.

LOAD-OUT INFORMATION:

1. Vendors must stay until the close of the event.
2. Please bring your own trash bins and take your trash with you as we ask that you clean your area and leave it as you found it.

HOST HOTELS: We have two host hotels that will charge a special powwow rate when you tell them you are a vendor.

Days Inn San Marcos | 1005 I-35 North | San Marcos, TX 78666 | 512-353-5050

SECOND HOTEL TO BE ANNOUNCED

FOOD TICKETS AND HOSPITALITY: Each vendor will receive two lunch tickets refundable for a meal and a drink at our Hospitality Tent on Saturday. Complimentary pan dulce and coffee will be available on Sunday morning.

APPLICATION FORM

Vendor' Business Name: _____

Name of Contact Person: _____

Description of product(s) to be sold: _____

Tax ID#: _____ Tribal Affiliation (if any): _____

Address: _____
Street City State Zip Code

Phone: _____ Cell Phone: _____

Email: _____

Please check which vendor option you are applying for: Food Booth (\$300.00) Nonprofit (\$0)
 12' X 10' booth (\$175.00) 22' X 10' booth (\$250.00) I will bring a generator

VENDOR BOOTH GUIDELINES: The Vendor application with payment of fees and the following regulations will govern admission to and the right to sell during the 2017 Sacred Springs Powwow:

1. The final assignment of booth spaces will be at the discretion of Indigenous Cultures Institute, which will have the right to request vendors to move from assigned areas when necessary for any reason.
2. Vendor booth display shall be confined to an area not to exceed twelve feet wide and ten feet deep (12' x 10') or for a double-booth, twenty-two feet wide and ten feet deep (22' X 10').
3. It is agreed that each vendor will haul out all empty cartons, boxes, and other rubbish from their area at the end of the event. We must return the area on loan from the Meadows Center in good, clean condition.
4. Vendors are personally liable for all applicable taxes.
5. **Absolutely no alcohol, drugs, drug paraphernalia, ceremonial or inappropriate cultural objects are allowed in the area, nor is any person who is under the influence of drugs or alcohol. This is a SMOKE-FREE campus – NO SMOKING ALLOWED.**
6. Vendors are responsible for the security of their own goods. Security will be provided Saturday night.

In signing this application form I do hereby agree to and do indemnify and hold harmless and defend Indigenous Cultures Institute and all Sponsors from any and all liability, responsibility, loss, damage, cost or expenses of any kind which I.C.I. may incur, suffer, be put to pay, or be required to pay, incidental to or arising directly/indirectly from any intentional or negligent act or omission by accident. This agreement cannot be changed, altered, modified or otherwise transferred by either party without written consent of parties and shall not be considered a joint venture of partnership between vendors and sponsoring organization. **I have read and fully understand and agree to adhere to all items stipulated in this vendor booth application.**

Print Name: _____ Date: _____

Signature: _____

Mail check to: **Indigenous Cultures Institute**, PO BOX 1414, San Marcos, TX 78667
Thank you so much for your application! Your booth fee helps to fund this wonderful Powwow.