



THE 39TH ANNUAL STANFORD POWWOW MAY 7-9, 2010

RULES FOR BOOTH VENDORS

You must agree and abide by these rules, according to the Vendor Contract
Keep this document and a copy of your contract for your records.

Some specific information for the individual booth vendors:

A. **ARTS/CRAFTS BOOTH VENDORS:** You cannot sell any food. The Stanford Powwow Committee reserves the right to limit the sale of items it finds offensive to American Indian people or specific tribes (such as artifacts, religious or ceremonial items, or some manufactured goods). Vendors may not sell ceremonial pipes, stems, and bowls, cedar, sage, tobacco ties, and kachina dolls. ***Do NOT bring your own generator. This year the Stanford Powwow will be providing electricity for all Arts and Crafts booths.*

B. **FOOD BOOTH VENDORS:** You are only able to sell food upon proof of a valid Santa Clara County Temporary Food Health Permit (see Food Vendor Letter) Non-Profit Status must also be proven as soon as request has been granted by the Environmental Health Board. *Food Booths will be responsible for providing their own electricity and complying with all of the Fire Marshall's regulations (see attached document for details)*

C. **INFORMATION BOOTHS:** You may not sell anything. (To sell any merchandise, even for fundraising, would require payment of the full vendor fee and the possession of a CA Sellers Permit.)

General booth information:

- Booth vendors may share booth space, provided all parties sign a vendor contract.
- No booth space may be larger than 10' wide and 15' deep for single-spaced booths or 20' wide by 15' deep for double-spaced booths.
- Vendors should not leave their booth unattended during daylight hours.
- Vendors should be *neighborly to others at all times*, and be quiet at night.
- *Each vendor will clean up his booth space before leaving the powwow grounds.*

Fee Payment Policies:

A. **BOUNCED CHECKS:** You are responsible for securing your funds and ensuring that your check or money order will be valid. We will be depositing the checks on *March 15, 2010*. If your check bounces, you are subject to an additional \$25 fee that is added to your initial booth fee.

B. **CANCELLATION POLICY & REFUNDS:** If for any reason you are unable to attend the Powwow on May 7-9, 2010 you are responsible for notifying the Stanford

Powwow Committee as soon as possible and no later than *April 16, 2010*. *Full refunds will not be available after that date.*

Setting Up:

A. CHECK IN: Booth vendors may *set up no earlier than 1:00 pm on Friday, May 7, 2010*. Vehicles will ONLY be permitted in booth area during set up & take down (see the parking clause). *Booth vendors must be present no later than 12:00 noon on Saturday, May 8, 2010* or their booth space and payment will be forfeited (no refund will be given to those booths who do not show up).

B. TAKE DOWN: Booth vendors will *take down booths no later than 9:00 pm on Sunday, May 9, 2010*.

Equipment and Facilities:

- The Stanford Powwow is an outdoor event held in an arboretum. Plan accordingly.
- Each vendor must provide their own tables, chairs, canopies, etc.*
- Each vendor must haul their own water from a central source on the Powwow grounds (*no individual booth will be provided with running water*).
- Each booth vendor must dispose of their booth-generated garbage by taking it to the powwow dumpsters. Vendors may not leave garbage in the cans used by visitors. *Please bring your own trash bags and other cleaning supplies.*

Parking:

- Due to fire regulations, vehicles will NOT be allowed to park in the vendor booth area. Vehicles will only be allowed to park briefly in the vendor booth area for set up and take down.*
- RVs and other large vehicles may need to be parked in a special parking area.
- No parked vehicle may obstruct fire lanes (in front of and behind the booth).
- No trailers may be parked behind your booth.

Camping:

- Booth vendors may camp in a nearby camping area. This is to be determined—RVs may be farther away.
- Additional camping space is available in the general Powwow campground. You must agree to the camping rules.
- No driving in the campground is allowed after sunset.

Safety:

- No open fires are allowed. Vendors must abide by all fire codes.
- No drugs or alcohol are allowed.
- No unleashed dogs are allowed.
- No firearms are allowed.
- Due to fire regulations, vehicles will not be allowed in the vendor booth area except for set-up and take down.*

**Please remember that your actions as booth vendors reflect on the Stanford American Indian Organization and Stanford University--and that your performance this year may influence the success of your applications in the future.*

**Any violation of the above rules can be grounds for your expulsion by the Stanford Powwow Booth Committee. To guarantee the future of the Stanford Powwow, we ask you to conduct yourselves in an appropriate and respectful manner.*

**Neither the Stanford Powwow Committee, SAIO, nor Stanford University will be responsible for damaged, lost, or stolen items.*