

34th Annual Stanford Powwow

Mother's Day Weekend May 6-8, 2005

Dear Potential Stanford Powwow 2005 Vendor,

As the Stanford Powwow Committee Co-Coordinator, we invite you to apply now for a booth space at our 34th Stanford Powwow to be held on May 6-8, 2005. The Stanford Powwow, held every Mother's Day weekend, is the largest multicultural event at Stanford University and the largest student-run powwow in the nation.

This year we will be accepting a maximum of 125 booths. In addition to the booth fee, **all Arts/Crafts and Food Booth Vendors must send a SEPARATE non-refundable \$15 application fee (a check or money order made payable to "SAIO Powwow")**.

The Powwow is an outdoor event and the booths will also be outdoors in the Eucalyptus Grove at Galvez Street and Campus Drive on Stanford campus.

Stanford Powwow 2005 Rules and Regulations

1. Vendor applicants must submit a **completed application**: ONLY completed applications will be considered. A complete application must include all supporting documents and photos. (Please feel free to send close-up photos of your work as well as photos of yourself and your booth display.)
2. All bounced checks will be subject to a \$50 fine.
3. All vendors must provide their own tables, chairs, shade canopies, cleaning supplies, and generator if needed: we only provide the space. (A single booth space is 10x15 ft.) Please note: There are strict fire prevention regulations concerning the distance between booths, generators, vehicles, etc. All vendors must comply with these regulations.
4. Because of fire prevention regulations--**NO vehicle or trailer parking will be allowed behind booths**. Off-site parking will be available.
5. All booth spaces will be assigned randomly. We cannot accommodate requests for previous year's spaces.
6. We suggest that you photocopy your entire application before you send it to us, so you will have a copy for your records. We will not be responsible for lost or misdirected mail.
7. Info booths may not sell anything. Arts and Crafts vendors may not sell food.
8. This Powwow is a celebration of sobriety. No drugs or alcohol are allowed at any time.

A. ARTS/CRAFTS BOOTH VENDORS (Artists or Retail Traders) please send:

1. A completed application form.
2. Close-up, clear photographs of the artwork that you intend to sell. (Please be aware that unclear photographs make it difficult for the Booth Committee to judge your wares accurately.)
3. A \$400 vendor fee for single-spaced booth or \$750 for a corner or double-spaced booth (a check or money order made payable to **SAIO Powwow**).
4. A SEPARATE \$15 check for the application fee.
5. A photocopy of your California Seller's Permit from the California Board of Equalization, if available. All vendors must have a current California Seller's Permit by April 8, 2005.

B. FOOD BOOTH VENDORS please send:

1. A completed application form.
2. A copy of your menu including prices and descriptions of your dishes.
3. A \$750 vendor fee (a check or money order made payable to **SAIO Powwow**).
4. A *separate* \$15 check for the application fee.
5. A photocopy of your California Seller's Permit from the California Board of Equalization.

If you are accepted as a food booth vendor, we will send you information on how to apply for a Santa Clara County Health Permit. (All Stanford Powwow food booths must also obtain a permit from Santa Clara County.)

C. INFORMATION BOOTH VENDORS please send:

1. A completed application form including a description of the information or service you intend to provide.
2. A \$50 fee (a check or money order made payable to **SAIO Powwow**).

Applications must be completed and postmarked by **January 31, 2005**. NO late applications will be reviewed. Letters of acceptance or non-acceptance will be sent out by March 1, 2005 (please allow time for mail delivery). Those who have not been accepted will receive by mail their un-cashed money orders or checks (minus the application fee), photos, and any other submitted materials. We will also compile a waiting list of qualified applicants in case there are any booth cancellations. **Absolutely NO walk-on booth vendors will be accepted for any reason.**

If you require a California Seller's Permit, we suggest that you apply for it as soon as possible, since it can be a time-consuming process. For more information, Please call the California State Board of Equalization at (408) 277-1807 or 277-1231. <http://www.boe.ca.gov> (Suggested number to call to request an application: General Tax Information 1-800-400-7115.)

If you need additional vendor applications, please photocopy them, or send a self-addressed stamped envelope to the STANFORD POWWOW, ATTN: Booth Committee, PO Box 20090, Stanford, CA 94309. We will be unavailable during Christmas Break, December 13, 2004 to January 3, 2005. If you have questions, please e-mail or call after January 3, 2005. There will be ample time in January to answer your questions before the Booth Application deadline.

If you are accepted, you will be sent a vendor contract and a document of terms and conditions that you must accept. The Powwow Committee reserves the right to limit sales of items considered offensive to American Indian people. Vendors may not sell ceremonial pipes, stems, and bowls, cedar, sage, tobacco ties, and kachina dolls.

Thank you for your interest in the Stanford Powwow. Please remember that we are full-time students and that we are doing our best to accommodate your needs. Your patience and understanding are greatly appreciated.

Respectfully,

2005 Stanford Powwow Committee Co-Coordinator:

Nikki Borchardt, *Paiute*

Umi Jensen, *Native Hawaiian*

Enclosures