

32nd ANNUAL STANFORD POWWOW

Stanford American Indian Organization

PO Box 20090, Stanford, CA 94309 (650) 723-4078 or 725-6944, FAX 725-6900
email: stanford_powwow_2003@hotmail.com <http://powwow.stanford.edu>

Dear Potential Stanford Powwow 2003 Vendor,

As the Stanford Powwow Booth Committee Coordinators, we invite you to apply now for a booth space at our 32nd Stanford Powwow to be held on May 9-11, 2003. The Stanford Powwow 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 100 booths. **Because of increased postage and handling costs, all Arts/Crafts and Food Booth Vendors must send a SEPARATE non-refundable \$15 application fee (a check or money order made payable to Stanford Powwow).**

Stanford Powwow 2003 Rules and Regulations

1. Vendor applicants must turn in 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, and generator if needed: we only provide the space. (A single booth space is 10x15 ft.) Please note: There are more and stricter fire prevention regulations this year concerning the distance between booths, generators, vehicles, etc. All vendors must comply with the new regulations.
4. Because of new and stricter fire prevention regulations in 2003--**NO vehicle 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 please 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.

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 \$350 vendor fee for single-spaced booth or \$650 for a corner or double-spaced booth (a check or money order made payable to **Stanford Powwow**).
4. A *separate* \$15 check for the application fee.
5. A California Tax ID Number from the California Board of Equalization. We suggest that you apply for your Tax ID Number 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.)

B. FOOD BOOTH VENDORS please send:

1. A completed application form.
2. A \$650 vendor fee (a check or money order made payable to **Stanford Powwow**).
3. A *separate* \$15 check for the application fee.
4. A California Tax ID Number from the California Board of Equalization. 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.) We suggest that you apply for your Tax ID Number as soon as possible, since it can be a time-consuming process. If you are accepted as a food booth vendor, we will send you a Santa Clara County Health Care Permit application. (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 how your organization benefits the Indian community.
2. A \$50 fee (a check or money order made payable to **Stanford Powwow**).

Applications must be complete and postmarked by **January 31, 2003**. NO late applications will be reviewed. Letters of acceptance or rejection will be sent out by March 1, 2003 (please allow time for mail delivery). Those who have been rejected will receive by return mail their uncashed money orders or checks, 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 need additional 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 14, 2002 to January 7, 2003. If you have questions, please call after January 7, 2003 (650) 723-4078 or 725-6944, FAX 725-6900, or e-mail (stanford_powwow_2003@hotmail.com). There will be ample time in January to answer your questions before the Booth Application deadline.

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,

2003 Stanford Powwow Booth Committee Coordinators:

Tanya Beatus, Koyukon Athabaskan

Kat Callaghan, Hopi

Paloma Hill, Six Nations Cayuga and Mohawk

Linda Orie, Wisconsin Oneida

Enclosures

**The Stanford Powwow
PO Box 20090
Stanford, CA 94309**