

CRAFT VENDOR APPLICATION
FM CROSSROADS INTERNATIONAL CONTEST

POW WOW 2017

June 2,3,4 2017
RULES & REGULATIONS

DATE AND LOCATION

The FM Crossroads International Contest Powwow begins on Friday, June 2nd and ends on Sunday, June 4th, 2017, at Scheels Arena 5225 31st Ave S, Fargo ND 58104.

EXCLUSION

The FM CROSSROADS Powwow Committee reserves the right to refuse the sale of any item(s) which it deems to be inappropriate, immoral, derogatory, offensive or dangerous to its visitors. This to include selling of items such as noise makers, squirting devices, laser lights or items and/or apparel that promotes the use of tobacco, drugs and/or alcohol or any inappropriate verbiage/artwork. **ABSOLUTELY NO WEAPONRY** may be sold, such as knives, guns, bows, etc. or any illegal items. Booths will be investigated thoroughly upon setup and periodically throughout the weekend. Any vendor found to be selling any of the aforementioned items and/or objects, will be required to remove them immediately. After first warning, failure to comply will be grounds for agreement cancellation and exhibitor removal without compensation of space rental fee.

Please complete and submit the attached application with your signature affixed, accompanied by cashier's check or money order before May 1, 2017.

BOOTH SETUP

Craft vendors must contact Delores Gabbard at 701-893-6641 upon arrival. **NO SETUP MAY BE STARTED OR PERFORMED UNTIL CLEARANCE HAS BEEN GIVEN BY PROPER AUTHORITIES. ABSOLUTELY NO EARLY SALES BEFORE FRIDAY.** Set up begins 8:00 a.m. Friday. Vendors must be out of the building by 9:00 pm on May 15, 2016.

Because of the high demand of space availability during this event, and the importance of placement of each booth, no vendor will have the right in the choosing of the booth space. All booths will have preassigned booth numbers before arriving at Scheels Arena, therefore there will be **NO BOOTH SPACE SWITCHING OR CHANGING.**

PAID Vendors MAY NOT sublet their Booth space to another Vendor without prior approval from the Powwow Vendor Coordinator, or the FM CROSSROADS Powwow Committee.

The average craft vendor space is 10' x 10'. Vendors may request more spaces as needed. Each space will require the 300.00 fee.

No selling may be done out of vehicles or by soliciting sales on the grounds unless person(s) are **REGISTERED** and **PAID** vendors of the FM CROSSROADS POW WOW COMMITTEE. If anyone is reported to Security officers and/or caught selling merchandise/food without registering and/or paying the customary Powwow vendor fees, they will be asked to leave the premises immediately and/or be required to pay the **FULL FEE** of \$300.00.

ELECTRICAL SPECIFICATIONS

There is 20 Amp 120 Volt duplex receptacles inside the arena for your use during this event. Only one electrical cord is allowed per outlet.

VENDOR RESPONSIBILITY

Vendors agree to indemnify, defend, and hold harmless Scheels Arena, its employees, and the FM Crossroads powwow committee from any and all claims or losses occurring or resulting from electrical use. Scheels and or FM Crossroads assume no liability to furnish electricity, should power fail, be interrupted, or by any acts of God.

Each vendor is responsible and liable for any damages they may acquire while on the premises, and are totally liable for any damages sustained on their equipment or merchandise before it is sold. The FM Crossroads International Powwow or Scheels do not accept liability of the vendor's goods, equipment, or injuries that may occur as a result of doing business, or of an act of the Vendor, or acts of the participants or spectators at the FM Crossroads Powwow.

Craft vendors are provided a space only. It is the vendor's responsibility to provide all display materials, and/or any tables, chairs, etc. An 8 foot table is available to each vendor inside the arena. Vendors are also responsible for the safety, sturdiness and protection of these items. Vendors may use their own tables and chairs. Items must fit within the space limits.

Vendors are responsible to monitor their booths at all times. The vendor is also responsible for the security of his/her money and providing the necessary change.

Vendors are also urged to keep their rented space area clean. Place all trash, boxes, etc. in the centrally located trash dumpsters. Cleaning up the surrounding area of your rented space is more appealing to spectators and customers and is environmentally friendly.

Security will be on duty during the pow wow. However, if you leave your booth and/or tables unattended at any time, it will be at your own risk.

REGISTRATION

Application Deadline is: **May 1, 2017. EXTENSION TO MAY 10!**

All reservations are confirmed on a first-come, first-serve basis, with the Native American preference given to applications and by the date application and payment was received. All payments **must be paid in full** before application will be considered. **FM Crossroads will not "HOLD" any VENDOR SPACE - all spaces MUST BE PREPAID.**

The Powwow Committee reserves the right to refuse any application. Vendor agrees that if they have been accepted by the Committee in the past year(s), that the Committee is under no obligation to rent space to the Vendor in the future.

Upon denial of application, all booth fees will be returned. However booth fee is **nonrefundable under any other circumstances.**

Notification of acceptance and/or denial will be confirmed by mail to the address given and/or by phone by **May 15, 2017.**

NO SHOWS WILL FORFEIT THE BOOTH FEES.

FEES

The Craft Vendor Fee for the entire weekend is: \$300.00 per space.

Booth fees may be paid either with a MONEY ORDER, CASHIER'S CHECK, or CASH. **NO PERSONAL CHECKS WILL BE ACCEPTED.** CASH PAYMENT will not be accepted through mail service, and is accepted ONLY if paid in person to the FM Crossroads Pow Wow Committee where a receipt may be given at that time.

The Craft Vendor Fee includes **2 Weekend Vendor Wristbands. (these may be lanyards)** Vendors with additional staff must purchase Weekend Vendor Wristbands in advance at \$25.00 per person. There are NO EXCEPTIONS. **Wristbands MUST BE WORN - Any wristbands cut or taped will be considered VOID and must be repurchased.** Should the pow wow committee switch to a hand stamp ticket for weekend pass, they will be stamped at the hospitality booth on set up day.

Please be advised that payment at this time does not guarantee you a reserved booth space. This is ONLY an invitation to apply.

Notification of acceptance and/or denial will be confirmed by mail and/or by phone before May 15, 2017.

All applications must be completed IN FULL and must be accompanied by the booth fee. Make payable to: FM Crossroads PowWow.

CONDUCT

The highest personal conduct and integrity is expected of all Exhibitors in the vendor area and in the arena. The consumption of alcohol beverages or use of drugs is **strictly prohibited. Anyone found violating this regulation will be escorted off the premises without compensation of booth fee.** FM Crossroads is an ALCOHOL/DRUG FREE event and we require that ALL persons adhere to this ruling.

Vendors who fail to appear, perform or otherwise substantially comply with the terms of this agreement during the time of the powwow shall constitute a breach of this agreement, and shall thereby negate any obligation of the FM Crossroads Powwow. Scheels Arena is in no way liable for any part of this agreement.

DUE TO SAFETY AND SECURITY MEASURES FOR ALL POWWOW VISITORS, ABSOLUTELY NO PETS ARE

ALLOWED. Vendors will be asked to remove the pet(s) from the premises. Should a vendor fail to comply, they will be asked to leave and FORFEIT ALL VENDOR FEES.

SALES TAX

Each vendor is responsible for collecting Sales Tax (7.5%) on all sales made during the event, 5% state, 2% City of Fargo, .5% Cass County. You are required by law to collect sales tax and mail your proceeds to the local office of the North Dakota State Tax Commissioner.

Please complete and submit the attached application with your signature affixed, accompanied by cashier's check or money order before **May 1, 2017. EXTENDED MAY 15.**

ARTS AND CRAFT VENDOR

Contract and Application

Deadline: May 15, 2017 - NO EXCEPTIONS!

\$300.00 per space, you may request additional spaces at same cost.

NEWVENDOR REPEATVENDOR

Vendor Business Name _____

Name of Responsible Party _____

Address _____

City, State, and Zip _____

Phone: _____ E-Mail: _____

Alternate Contact Person: _____ Phone: _____

Tribal Affiliation (if applicable): _____

Address _____

City, State, Zip _____

List ALL items which will be sold in your stand. (Continue on back if necessary): _____

How many people will be working in your stand? _____ (Only 2 Vendor Wristbands will be given, additional wristbands must be purchased at

\$25.00 each. Wristbands MUST BE WORN - Any wristbands cut or taped will be considered VOID and must be repurchased.)

In applying my signature, I agree to abide by all policies, rules and regulations provided for Vendors by the Scheels Arena and the FM Crossroads Powwow. Scheels Arena and the FM Crossroads PowWow, assume no risk; and by acceptance of this agreement, the Vendor expressly releases those named above from any and all liability for any damage, injury, or loss to any person or goods which may arise from the rental and occupation of said space by the vendor, and agrees to hold and save those named above harmless of any loss or damage by reason thereof. Vendor also agrees to save those named above harmless from any and all claims made, which arise out of merchandise exhibited and or sold by the vendor on the premises..

Signature _____ Date: _____ / _____ / _____

FOR OFFICE USE ONLY

Date Application Received: _____ / _____ / _____

ACCEPTED Booth Space#: _____ DENIED / Reason: _____

TYPE OF PAYMENT: Money Order Cashier's Check Cash

