Dear Vendor,

First Nations at the University of Washington (FN@UW) is pleased to present our 43rd Annual Spring Powwow. It will be held at Alaska Airlines Arena at the Hec Edmundson Pavilion at the University of Washington, Seattle campus. This year’s powwow will take place over the weekend April 11th, 12th, and 13th, 2014. In addition, on Saturday, the 2nd Annual Slahal Tournament will be held in the side gym adjacent to the arena.

FN@UW is a registered student organization and it is an honor to invite you to participate in this celebration. There are vendor spaces available on the main concourse surrounding the arena. We expect about 8,000 people to visit the event throughout the weekend, and we hope that you will attend the event as one of our vendors.

Enclosed you will find a vendor sales agreement. We appreciate your support, and respectfully request that you please return the contract with payment as soon as possible, as space is limited on a first-come, first-served basis. We have approximately 35 vendor spaces, so a prompt response will help ensure your spot. Once we have received your contract and payment, we will send a confirmation packet that will include your load-in time, visitor accommodations, maps, parking information and a receipt for payment.

Please feel free to contact us if you have any questions or concerns. We look forward to seeing you at the powwow!

Sincerely,

Victoria Plumage
FN@UW Powwow Chair
uwpowwow@gmail.com

For Further Vendor Questions, Please Contact:
  uwspringvendors@gmail.com
  Kiana Smith - Vendor Committee Chair:
    Phone: (206) 817-2837
  Noelani Aure - Vendor Committee Member
    Phone: (360) 510-6102
2014 FN@UW Spring Powwow
Alaska Airlines Arena (Hec Edmundson)
Vendor Contract

- $400 Full Space all sessions
- $250 Full Space Friday session
- $300 Full Space Saturday session
- $200 Full Space Sunday session
- $675 Two Full Spaces all sessions
- $350 Half Space all sessions
- $150 Half Space Friday session
- $200 Half Space Saturday session
- $100 Half Space Sunday session
- $40 Non-profit Space each session

Payment/Cancellation

- We will only accept payment post marked before April 1, 2013 by personal check, cashier’s check, or money order payable to First Nations at the UW. Payment at the powwow is not allowed. There will be no partial payments accepted, only full-amount payments. Spots will be given on a first-come, first-served basis, so please send in your application with payment as early as possible.
- Full refunds will be given for confirmed cancellations received on or before March 25, 2014. Partial (50%) refunds of the amount paid will be given for cancellations received by April 4, 2014. After April 4, 2014 no refunds will be given.
- If a vendor’s check bounces or payment is stopped, then the vendor will be responsible for the amount of the check plus any charges that may apply due to collection agencies and bank charges. The vendor will not be able to sell goods at the FN@UW Powwow unless the vendor can pay the cost of the space and resulting charges with cash or cashier’s check immediately.
- Vendor’s failure 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 FN@UW.

Setup/Space Availability/Equipment

- Vendor applications will be assigned their position(s) by receipt of application and monies on a first-come, first-served basis. This means that the order in which we receive your applications will be the order that you are assigned a space. You must supply your own chairs for your exhibits, but tables may be rented (see below).
- Load and Unload: Set up time begins at 8:00am on Friday; 9:00am on Saturday and Sunday. You will be provided with a map of the parking area and other parking information. Alert parking guides that you are a vendor and you will be able to park temporarily in the loading zone beside the Alaska Airlines Arena while you unload for set up. Please be finished unloading 15 minutes before the vendor unloading session following yours is to begin. CARS PARKED ILLEGALLY WILL BE TOWED AT THE OWNER’S EXPENSE. You must clear the arena building promptly at 11:00pm on Friday & Saturday; and 8:00pm on Sunday. Unloading and Loading parking permits will be sent with your confirmation packet.
- Space availability is on a first-come, first-served basis. You must be on time, at your assigned unload period in order to be able to unload prior to the event. If you are not on time, you will lose your unload time and have to wait to unload when all the unloading periods are over.
- A full space is 10’ x 12’ and one-half space is 6’ x 10’. Displays may not exceed 10 feet in height; easy-up tents with canopies can be used. There are sixteen 10’ x 12’ spots that have an added shelf/storage unit at the back of the space. Those will be assigned on a first-come, first-served basis.
- Tables may be rented from FN@UW, but must be reserved prior. A $25.00 refundable deposit is mandatory for every table rented, and will be refunded (in full) when tables are returned.
- Electricity is NOT available in all spaces. Vendors should specify whether or not they need electrical access. All electrical devices must be ___ listed with a maximum wattage ___ volts. Extension cords will not be provided. Please bring your own duct tape to cover all cords. Stereos, televisions, and DVD/VCR’s are prohibited.
- Upon departure, the space must be in its original condition.
Security

- Overnight security will be provided. It is the vendor’s decision to leave the goods at their own risk. The security officers will stay at the arena overnight. **NO ONE** but the security personnel is permitted to be on the premises when the powwow is shut down and doors have been locked.

Regulations and Policies

- All vendors must donate ONE raffle item worth at least $40.00 at the time of arrival for set-up. Please tag your item with your name for proper identification.
- Alcohol, smoking, or use of tobacco is not allowed inside the Alaska Airlines Arena. Tobacco may be sold for traditional use only.
- Sale of food products is prohibited. Traditional Native American pre-packaged food (i.e., smoked salmon) is allowed, but please specify on application.
- Sale of the following items are prohibited: laser-light pens, noisemakers, squirting devices, children’s metal weapons.
- **Indigenous Peoples of the Americas, in accordance with US Federal Law (Native American Arts and Crafts Act), must make artwork or craftwork. It is not the purpose of this educational and cultural event to showcase the arts and crafts of other cultures or to exploit Native American cultures with imitations. Selling pseudo-indigenous artwork and crafts is prohibited. Non-native artwork/craftwork will not be allowed without proper signage. To ensure authenticity please include your tribal affiliation on the application** (next page).
- All items containing blocked stones (for example: “blocked” turquoise, etc.) must be clearly marked as such. Certificates of authenticity must be available upon request to customers and Powwow staff for all items.
- Each vendor is responsible and liable for any damage they may inflict on the premises, and liable for injuries sustained on their equipment or merchandise before it is sold. The University of Washington and FN@UW does not accept liability for the vendor’s goods, equipment, or injuries that may occur because of doing business.
- The University of Washington is in no way liable for any part of this agreement. If for unforeseen reason FN@UW must cancel the powwow, the University of Washington is not responsible for any compensation.
- A confirmation packet will be sent to you by mail confirming receipt of your payment, application, and a booth. We will enclose a listing of nearby hotels and RV parks, a campus map, an unload/load permit, a copy of this contract signed by a FN@UW officer, and any other special requests. Call our vendor committee for further information.
- If you have any questions about this contact or any other information, please call the Vendor Coordinator: Kiana Smith (206)817-2837 or email uwspringvendors@gmail.com

Disability Accommodations

The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodations contact the Disability Services Office at least 10 days in advance at (206)543-6450/V, (206)543-6452/TTY, (206)685-7264 (FAX) or dso@uw.edu
2014 FN@UW Spring Powwow Vendor Contract

All areas are required. If not applicable please write “n/a”

Name of vendor/business:
________________________________________________________________________

Address:
____________________________________________________________________________________

Primary Email:
____________________________________________________________________________________

Primary Phone: (_____)______________________ Cell Phone: (_____)_______________________________

Tribe Enrolled in:
___________________________________________________________________________________

Description and value of one raffle item (min value $40.00): _____________________________________

____________________________________________________

Donation in addition to raffle item (optional): _____________________________________________________

I will need an electrical outlet: Yes ______ No ______
Table Request ($25 refundable deposit): Yes ______ No ______
Would you prefer a shelf/storage Yes ______ No ______

Number of vehicles & types of vehicles (car, van, trailer, etc.) __________________________________

Description of merchandise:
____________________________________________________

Description of any special needs:

____________________________________________________

I have enclosed payment for:

_____ $400 Full Space all sessions
_____ $250 Full Space Friday session
_____ $300 Full Space Saturday session
_____ $200 Full Space Sunday session
_____ $675 Two Full Spaces all sessions

Send payments made out to “First Nations at the UW” and mail to:
3931 Brooklyn Ave NE
Box 355650
Attn: First Nations Vendors,
Seattle, WA 98195

I, _____________________________ have read and understand the FN@UW Vendor Contract and agree to abide
by the specifications presented by FN@UW Spring Powwow on April 11, 12, and 13, 2014 to be held at the
University of Washington’s Alaska Airlines Arena at Hec Edmundson Pavilion.

Vendor’s Signature: ____________________________ Date: ____________________________

First Nations Use Only
FN@UW Officer Signature: ____________________________ Date: ____________________________

Payment of $_____________ received on _________________________ by

_______________________________

Check #:_____________ Money Order: ___________________________