

Heber Valley Powwow and Rendezvous at Soldier Hollow

March 31, 2008

Dear Artist/Vendor,

The Heber Valley Powwow and Rendezvous at Soldier Hollow committee is pleased to announce their annual Powwow and Rendezvous to be held June 27-June 29, 2008. The Powwow and Indian Market will be held at Soldier Hollow in Midway Utah nestled among the Wasatch Mountains about 30 minutes from Provo and Park City and just 50 minutes from Salt Lake City, our state's capitol.

The beautiful surroundings of the Wasatch Mountains at Soldier Hollow provide a great back drop of nature and serenity. Limited booth spaces are available at **\$250/space** if your application is postmarked **before May 30, 2008**, and **\$300/space** if postmarked **before June 20, 2008**. Prepayment will reserve a space, and our committee will determine where you will set up at the event.

If there is space available, vendor spaces on the **day of the powwow will be \$350/space** and must be paid by cash or money order. Please get your applications in early to ensure your reservation for the space you need.

Please review the Vendor Rules and Policies carefully. Complete and return both the ***Vendor Application*** and ***Vendor Rules and Policy Agreement*** as soon as possible. It is important that you complete the application fully as we use this information to contact you. You will receive a postcard confirming receipt and approval of your application.

Two (2) admission tickets and a parking pass will be available for you on the day of the powwow when you check in with me at the lodge. If you need additional people to man your booth, they will be required to pay the normal admission fees.

Vendor set-up will be from 8:00 am until 4:00 pm on Friday, June 27. If there are extenuating circumstances that need special consideration regarding set-up, please indicate so on the back of your application.

We look forward to seeing you at our event. If you have any questions, please e-mail me at hvpwvendorcoordinator@gmail.com.

Sincerely,

Nizhone Meza
Heber Valley Pow-Wow
Vendor Coordinator



Heber Valley Powwow and Rendezvous at Soldier Hollow



Vendor Information

June 27-29, 2008 Soldier Hollow Midway, Utah

Thank you for your interest in becoming a vendor at the Heber Valley Powwow and Rendezvous at Soldier Hollow. Please be in compliance with the Indian Arts and Crafts Act of 1990 (P.L.101-644), which prohibits misrepresentation in marketing of Indian arts and crafts products within the United States. The Indian Arts and Crafts Act of 1990 is a truth-in advertising law. It is illegal to offer or display for sale, or sell any art or craft product in a manner that falsely suggests it is Indian produced, an Indian product, or the product of a particular tribe.

Arts & Crafts Vendors: 10 x 10 booth space:

\$150/ if postmarked by May 30, 2008
\$200/if postmarked by June 20, 2008
\$300 / day of powwow if space permits

Food Vendors: 10 x 15 booth space:

\$250 / if postmarked by May 30, 2008
\$300 / if postmarked by June 20, 2008
\$350 / day of powwow if space permits

Important Information:

- ** **Set-up hours** will be Friday: 8:00am—4:00 pm.
- ** **Check-in** hours will be Friday: 8:00am-12:00pm & 12:20pm-3:30pm at the lodge.
- ** If your booth is larger than the 10 x 10 space, then you must pay for an additional space.
- ** Food Booths are limited and will be selected at the sole discretion of the committee.
- ** Two (2) Vendor passes will be given per booth space reserved.
- ** There will be a \$50 deposit for maintenance which is refundable upon a clean check-out.
- ** Food Vendors—Please give a brief summary of your menu.
- ** Arts and Crafts Vendors – Please give a brief description of the items you plan to sell at your booth. If possible, please enclose a few photos which will be returned at check-in.

Please mail completed *Application* with payment and *Vendor Rules and Policies Agreement* by May 30, 2008 to ensure your space to:

Heber Valley Powwow at Soldier Hollow
Attn: Vendor Coordinator
PO Box 2002
Midway UT 84049

Make payment payable to:
“Soldier Hollow Legacy Foundation/Pow-wow”

All Vendor selections/approval are final.

This Powwow is substance free. No drugs or alcohol allowed.

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Vendor Rules and Policy Agreement – 2008

1. Fees

- a. Application fees will vary depending on date application was postmarked.
- b. A \$50 maintenance fee will be refunded upon a clean check-out.
- c. An electric power fee of \$30 will automatically be applied to all vendors.
- d. Tables and chairs may be rented. Rental fees to be paid directly to Soldier Hollow at check-in.
- e. All payments must accompany application and must be made by money order, credit card or cashier's check. **NO PERSONAL CHECKS or CASH.**
- f. Make payment payable to "***Soldier Hollow Legacy Foundation/Powwow.***"

2. Booth sites

- a. Booth sizes will be 10' x 10'. If you need additional space, then you must purchase two spaces. (Food booths are 10' x 15')
- b. Sites will be assigned on a First Paid—First Served Basis. However, all sites are optimal and near the Powwow grounds.
- c. Site assignments must be adhered to and are not transferable.
- d. Sites are limited and may be sold out prior to the powwow. Only if space permits will vendors be allowed to purchase sites on the day of the powwow.
- e. Only two wrist bands per booth site will be given to vendors. Any additional people must pay the normal entry fees.

3. Set-up and Take Down

- a. Set-up will only be allowed on Friday, 8:00 am—4:00pm.
- b. Check in at the lodge will take place on Friday from 8:00am—12:00pm & 12:30pm—3:30pm.
- c. One vehicle, per booth, is allowed onto Powwow grounds for loading & unloading during the said set-up and take-down hours only. At all other times, everyone must park in designated parking areas.
- d. Booths must not be disassembled and removed from the premises until 4:00 pm on Sunday, June 29, 2008. (Arrangements must be made *before* set-up if you require an exception to this rule **only** under extenuating circumstances.)

4. Restrictions

- a. No drugs, alcohol, or firearms allowed.
- b. The Heber Valley Powwow at Soldier Hollow has a zero tolerance for alcoholic beverages and illicit drugs. Any vendor violating this rule will be asked to leave or will be removed from the Powwow grounds, will forfeit all registration fees, and will not be allowed to return.
- c. Gas powered appliances are allowed (stoves, etc.) but vendors are responsible to provide their own propane.
- d. Absolutely **NO GENERATORS.**
- e. All sales must take place from your assigned booth space and not from vehicles, trailers or campers. **No roving sales are allowed.**
- f. Vendors **will not** be allowed to sell or serve beverages (soft drinks, water, etc.) The Powwow Committee reserves the right to restrict the sale of all beverages.

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Vendor Rules and Policy Agreement – Continued

5. Contract

- a. All vendors will be given a temporary tax number upon check-in. Vendor agrees to be responsible for collecting, reporting and paying all sales taxes for their booths sales.
- b. Vendors will be expected to sign a contract with the Powwow committee upon check-in and will be expected to abide by the terms and conditions of the contract.
- c. Should a given vendor be deemed out of compliance with the contract, it will be grounds for dismissal and/or removal from the Powwow grounds, and such vendor will lose the privilege to participate for a period of three years and will forfeit all fees paid.
- d. Food vendors will be expected to sell food items for the head staff at a reduced rate, amount will be determined upon registration.**
- e. By paying registration fees and signing application, you are entering an agreement for an opportunity to sell. The Powwow committee does not guarantee that any vendor WILL sell.
- f. This contract may be revoked at any time at the sole discretion of the Powwow committee.

6. Food Vendors

- a. All food vendors will be subject to sales tax on items sold.
- b. Food vendors must meet Health Department standards.
- c. Food vendors will be subject to inspection by the Wasatch County Health Department before operations can begin.
- d. Food vendors must provide a copy of their Health Department permit upon check-in or will forfeit their space and all fees paid.

7. Liability

- a. The Heber Valley Powwow at Soldier Hollow is not responsible for injury, theft, vandalism, negligence of others, accidents, or short funded travelers.
- b. The Heber Valley Powwow at Soldier Hollow is not responsible for incidents or lack of customers due to the weather. Prayers for sunshine are welcomed. The fees will not be refunded in the event of rain or winds and you as a Vendor will be responsible for any damages to or from your booth and/or its products.

I, _____, have read and understand the above rules and policies set forth by the Heber Valley Powwow and Rendezvous at Soldier Hollow, and I agree to abide by the terms.

Vendor signature

Date

Approved by

Date

(Sign and return with your Vendor application. Print a copy for your files.)

Please send to: Vendor Coordinator PO Box 2002 Midway UT 84049



DP	S#	TL	SS

Heber Valley Powwow and Rendezvous at Soldier Hollow Food Vendor Application – 2008

Name of Vendor Applicant:		Associated Business:	
Address:		City:	State: Zip:
Home Phone:	Business Phone:	Email:	
Vehicle 1 Description		License plate:	
Vehicle 2 Description		License plate:	
Description of menu items (required):			

Qty	Description	Total
	10 x15 spaces \$250 / space (if postmarked by May 30)	
	10 x 15 spaces \$300 /space (if postmarked by June 20)	
	10 x 15 spaces \$350 / space (walk-in if space permits)	
	Optional: \$50 /permission to sell drinks	
1	Maintenance fee	\$50
1	Electric hookup	\$30
Application Total:		\$

I have enclosed (amount):	Check #	Money Order #	Credit Card #: MC/ Visa
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MAKE PAYMENT PAYABLE TO “SOLDIER HOLLOW LEGACY FOUNDATION/POWWOW”

Vendors: Please read over and sign the Vendor Rules and Policies form and send it in with your completed application with payment by May 30, 2008. [If Vendor is a corporation or other organization: I certify that I am authorized to sign for and bind such corporation or organization to this agreement and that I have signed in the capacity of for such corporation or organization.]

Vendor's Signature: _____ Date: _____

Thank you for your Participation!
(Sign and return with the Rules & Policy Agreement. Print a copy for your files.)

Please send to: Vendor Coordinator PO Box 2002 Midway UT 84049