



Institute of American Indian Arts
2022 Fall Powwow
Vendor Application

Saturday, October 1, 2022

Load in 8:00AM – 10AM Event 11AM – 5PM
IAIA Campus: 83 Avan Nu Po Rd. Santa Fe, New Mexico 87508

Name _____ Address _____

City _____ State _____ ZipCode _____

Phone _____ Email _____

Provide a brief description of items to be sold. _____

Will you be bringing a tent? _____ Display? _____

One 10'x10' tent allowed in assigned areas only. There are limited tent spaces and are on a first come basis. **Initial** _____

Booth spaces are limited and will be provided on a first come first serve basis.

Art & Crafts Booth Fees: (check one)

☐ **Booth Fee:** \$25 deposit or Art piece (returned if present at Powwow) - **IAIA student**

☐ **Booth Fee:** \$50.00 - **Faculty, Staff and Alumni**

☐ **Booth Fee:** \$75.00 - **Outside vendor**, must be Native American

☐ **Student Clubs and IAIA Departments** - Booth Fee is waived but an application must be completed.

☐ **Information Booth:** Free, application must be completed.

Booth Fee: APPLICATIONS ARE DUE NO LATER THAN 5PM THURSDAY, SEPTEMBER 29, 2022. Cash payment upon arrival.

Please initial boxes.

☐ **Booth Size:** One six-foot table with two chairs will be provided. If you are bringing your own display table or tent, it must be indicated above on this form and must fit in the space allocated. Due to limited space, only one standard size, 10'x10' pop-up style vendor tent will be allowed per registration. Tent/canopy spots are limited and first-come, first-served to assigned locations.

☐ **Set up time: Oct 1st 8:00am – 10am.** Vendors are responsible for their own merchandise, loading and unloading. All sales are between vendor and customer. Please unload by the circle drop off area near the totem pole. Vehicles **must** park after unloading. **Do not leave vehicles in circle area drop off location.**

For more information contact: Karen Redeye karen.redeye@iaia.edu 505.424.2328

Powwow Rules for Art & Crafts Vendors. Please initial boxes.

We are pleased that you are interested in being an Art & Crafts vendor for the 2022 Fall Powwow, on Saturday October 1, 2022. Please read and complete the Vendor contract and return it to us as soon as possible as **it is required for your participation at the powwow. Please initial boxes.**

- ☐ Full payment is required at the time of set up.
- ☐ Due to limited space, all booth assignments are final, and no special requests will be accommodated.
- ☐ Booth and tent space will be provided on a first come, first served basis.
It can be rainy, sunny, windy or cold at the powwow, so plan accordingly.
- ☐ In the event of inclement weather, we will move to the gym. No tents allowed and vendor space will be restricted to a 6' table area as space will be limited. No other displays allowed.

General Information - Art & Crafts Booth Vendors: Please initial boxes.

- ☐ **Booth Vendors**
Food sales only permitted for IAIA student clubs. Artwork must be handmade by the vendor. No bought items for resale are allowed. No household or "garage sale" items. Tents must be placed in assigned locations only.
- ☐ **Student Clubs**
If you are utilizing the booth as a fundraiser, all fundraising, sales, and raffles must take place within your booth.
- ☐ **Information Booth – Free**
You are welcome to provide information regarding your organization. You are not permitted to sell anything within this booth, including raffles. To sell merchandise of any type, including fundraising, requires payment of the full vendor fee.

Thank you for your support of our powwow and we hope you enjoy your time with us. If you are not able to attend the powwow, please notify us of your cancellation as soon as possible. This is a rain or shine event. No refunds will be given. If you have questions, please contact Karen Redeye, karen.redeye@iaia.edu, 505.424.2328

I agree to the above Rules for Art and Craft Vendors.

Name (Print) _____

Signature _____ Date _____

RETURN APPLICATION NO LATER THAN 5PM THURSDAY, September 29, 2022

To: Karen Redeye, karen.redeye@iaia.edu, located in the IAIA Student Success Center, or mail to Karen Redeye, IAIA, 83 Avan Nu Po Road, Santa Fe, NM 87508

For office use:

Application received on _____ by _____

IAIA is a drug, tobacco and alcohol-free campus. IAIA not responsible for damaged, lost or stolen items