



Institute of American Indian Arts
2018 Spring Homecoming Powwow
Vendor Application

Saturday May 5, 2018

Load in 8:00am – Noon Event Noon – 7pm
IAIA Campus 83 Avan Nu Po Rd. Santa Fe, New Mexico 87508

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Provide a brief description of items to be sold: _____

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

Arts & Craft Booth Fees:

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

Booth Fee: \$50.00 + 1 raffle item donation – Faculty, Staff and Alumni

Booth Fee: \$75.00 + 1 raffle item donation – Outside vendor, must be Native American

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

Booth Fee: Registration form must be completed prior Powwow . **Booth fee must be paid at the Powwow to claim a space.** No advance payments will be accepted. Checks, cash or money order will be accepted with completed application. (No refunds on cancelations) Make checks payable to the: **IAIA Powwow Club.**

Booth Size: One six-foot table with two chairs will be provided. If you are bringing your own display table, or tent, this must be indicated on the Registration Form and it must fit in the space allocated. Due to limited space, only one normal size pop-up style vendor tent will be allowed per registration.

Set up time: 8:00am – Noon. 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 flag pole. Vehicles **must** park after unloading. **Do not leave vehicles in circle area drop off area.**

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

For more information contact:

Phil Cooney, 505-424-2384 or email: pcooney@iaia.ed pcooney@iaia.edu



Powwow Rules for Arts & Craft Vendors

We are pleased that you are interested in being an Arts & Craft vendor for the 2018 Spring Homecoming Powwow, on Saturday May 5, 2018. Please read the enclosed information and complete the enclosed Vendor contract and return it to us as soon as possible. **It is required for your participation** at the powwow.

Full payment is required at the time of set up. Please remember that, due to limited space, all booth assignments are final and no special requests will be accommodated. Booth space will be provided on a first come, first serve basis. It can, at times, be very sunny, windy and warm at the Powwow, so please plan accordingly.

General Information - Arts & Crafts Booth Vendors:

- **Booth Vendors**

You can only sell premade food that is not in conflict with the student club concessions. We will provide you with a list from the clubs. You are allowed to sell anything that is not on their menu. Artwork must be hand made by the vendor. No bought items for resale are allowed. No household or "garage sale" items.

- **Student Clubs**

If you are utilizing the booth as a fundraiser all sales from the booth or for a raffle or other fundraising must take place at your booth. You are not permitted to sell away from your space, as you will be in direct competition of the Powwow committee raffle.

- **Information Booth – Free**

You are welcome to provide information regarding your organization. You are not able to sell anything. To sell merchandise of any type, including fundraising, would require payment of the full vendor fee.

Thank you for your support of our powwow and 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 feel free to contact Phil Cooney, pcooney@iaia.edu or 505-424-2384.

I agree to the above Rules for Arts and Craft Vendors:

Name (Print): _____

Signature: _____ Date: _____

RETURN APPLICATION NO LATER THAN 5PM THURSDAY, MAY 3, 2018, TO: Phil Cooney, pcooney@iaia.edu; mail to Phil Cooney, IAIA, 83 Avan Nu Po Road, Santa Fe, NM 87508

For office use:

Application received on: _____ by: _____