

VENDOR APPLICATION

SACRED SPRINGS POWWOW ▪ **Saturday, October 6, 2012** ▪ **10am – 6pm**
Aquarena Center ▪ **921 Aquarena Springs Drive** ▪ **San Marcos, Texas**
Produced by Indigenous Cultures Institute ▪ **PO BOX 1414, San Marcos, TX 78667** ▪ **(512) 393-3310**

Indigenous Cultures Institute invites you to apply for a vendor's booth at its first annual Sacred Springs Powwow held at Aquarena Center in San Marcos, Texas. This is a non-competition powwow, held outdoors by the shores of the San Marcos' Sacred Springs area. We expect approximately 5,000 people, and hope to build this event into a two-day heritage festival and competition powwow in the future.

Notice of Acceptance: We will review your application immediately upon receipt. Within five days of receipt of your application, we will send you a notice to let you know that your booth has been accepted into our event. If you are not accepted, your booth fee check will be returned immediately with a letter of explanation.

Food booths: Food vendors will be accepted by invitation only. Please call to discuss an invitation.

Booth sizes and fee payment deadlines:

1. Please send your signed Application Form and a check for \$75.00 to reserve your booth space, or \$150.00 to reserve a double-booth space. Make your check payable to **Indigenous Cultures Institute**, and mail to: **P.O. Box 1414, San Marcos, TX 78667**
2. Deadline for submitting your signed application and booth fee is **September 1, 2012**. Booth sizes are 10' wide X 10' deep for a single, or 20' wide X 10' deep for a double. You must bring your own tent or covering. You must bring your own tables and chairs, as these will not be provided by the event producers.
3. The fee for a 10' wide X 10' deep is \$75.00
4. The fee for a 20' wide X 10' deep is \$150.00
5. If your check is received after September 1, 2012, your booth request will be placed on a waiting list and we will let you know that you are on a waiting list. If there is a cancellation, we will notify you and you will be accepted into the event. If there is not a cancellation by the event date and you are not accepted into the event, we will mail you a complete refund of your booth fee by October 15, 2012.
6. Each vendor will be assigned a booth space in the order of receipt of paid applications.
7. Booth fees will be refunded if the event is canceled for any reason. Otherwise, after we receive your booth fee, there will be no booth fee refunds issued.

Electricity: No electricity will be provided. If you plan to bring a generator, please indicate this fact on your application form.

Load-in information:

1. Set-up for vendors will begin at 7:00 AM. Gates open to the public at 10:00 AM and close at 6:00 PM.
2. Vendors will be required to bring your own staff and volunteers to load-in and set up your booth. The event cannot guarantee that we can provide volunteers to help you with load-in and set up.
3. Please bring your own trash bins as we ask that you clean your area and leave it as you found it, to preserve the Sacred Springs grounds.

Load-out information: Vendors must stay until the close of the event. Your vehicles will be directed by our staff, in order to facilitate leaving in a convenient and orderly manner.

Food tickets and hospitality: Each vendor will receive two lunch tickets refundable for a meal and a drink from any food vendor at the event.

APPLICATION FORM

Vendor' Business Name: _____

Name of Contact Person: _____

Description of product(s) to be sold: _____

Tribal Affiliation (if any): _____

Tax ID#: _____

Address: _____
Street City State Zip Code

Phone: _____ Cell Phone: _____

Email: _____

Please check which vendor option you are applying for:

___10' X 10' booth (\$75.00) ___20' X 10' booth (\$150.00) ___I will bring a generator

Vendor booth guidelines: The Vendor application with payment of fees and the following regulations will govern admission to and the right to sell during the Sacred Springs Powwow 2012:

1. The final assignment of booth spaces will be at the discretion of Indigenous Cultures Institute, which may have the right to request vendors to move from assigned areas when necessary for any reason.
2. Vendor booth display shall be confined to an area not to exceed ten feet wide and ten feet deep (10' x 10') or if a double-booth was paid for, twenty feet wide and ten feet deep (20' X 10').
3. It is agreed that each vendor will haul out all empty cartons, boxes, and other rubbish from their area at the end of the day. We must return the area on loan from the Aquarena Center in good, clean condition.
4. Vendors are personally liable for all applicable taxes.
5. **Absolutely no alcohol, drugs or drug paraphernalia are allowed in the area, nor is any person who is under the influence of either.**
6. Vendors are responsible for the security of their own goods.

In signing this application form I do hereby agree to and do indemnify and hold harmless and defend Indigenous Cultures Institute and all Sponsors from any and all liability, responsibility, loss, damage, cost or expenses of any kind which I.C.I. may incur, suffer, be put to pay, or be required to pay, incident to or arising directly/indirectly from any intentional or negligent act or omission by accident. This agreement cannot be changed, altered, modified or otherwise transferred by either party without written consent of parties and shall not be considered a joint venture of partnership between vendors and sponsoring organization. **I have read and fully understand and agree to adhere to all items stipulated in the vendor booth application and guidelines.**

Print Name: _____ Date: _____

Signature: _____

Thank you so much for your application! Your booth fee will help to fund this wonderful Powwow.