November 13th, 2018

Dear Vendor,

Greetings on behalf of the UC Davis Powwow Committee! Thank you for your interest in participating in our 5th Annual Indigenous Arts Market and 47th Annual Native American Powwow. We look forward to working with you. Below is the basic information for vendors on how the vendor application process works and what to expect. If you have any questions regarding the information below please do not hesitate to get in contact with us.

The 5th Annual UC Davis Indigenous Arts Market will be held on:

**Friday April 19, 2019 from 10am-5pm**

Outside on the Quad of the UC Davis Campus

The 47th Annual Powwow will be held:

**Saturday April 20, 2019 from 10am-10pm**

Outside on the Quad of the UC Davis Campus

Please keep in mind that space is limited and therefore we will not have the capacity to accept every applicant. Once an application has been submitted it will be reviewed by the committee. If you receive an offer letter you will have two weeks from the postmarked date to submit the vendor fee.

All vendors must have a proof of automobile liability insurance to drive onto campus prior to vending at the Indigenous Arts Market and/or UC Davis Powwow. Please refer to the information and instructions listed on the Vendor Application Form.

Included in the vendor application fee is one 10ft x 10ft space. More information of what is and is not included can be found in the full Vendor Application. There will be students and staff on site to meet you and direct you to your booth space on the day of. Booth fees can be paid by money order OR cashier's check. Please make payable to “UC REGENTS”. NO PERSONAL CHECKS OR CREDIT CARDS ARE ACCEPTED FOR PAYMENT OF VENDOR FEES.
ALL VENDOR APPLICATION PACKETS AND PROOF OF AUTOMOBILE LIABILITY INSURANCE MUST BE POSTMARKED OR SUBMITTED IN PERSON TO OUR OFFICE NO LATER THAN FEBRUARY 20, 2019.

Please mail or submit in-person required completed materials (completed vendor application and Certificate of automobile liability insurance) to:

MARY JANE ANDREAS
397 HUTCHISON DRIVE
SUITE 1300, CROSS CULTURAL CENTER
DAVIS, CA 95616

PLEASE NO FAXING OF VENDOR PACKETS

PLEASE DO NOT SEND VENDOR FEE UNTIL YOU HAVE RECEIVED YOUR OFFER LETTER OF APPROVAL.

We cannot guarantee a booth space for late applications. You must submit a vendor application in advance, as we cannot accommodate vendor requests on the day of the event.

Once we receive your complete vendor packet with all required materials, the Powwow Committee will review your application. If your application is accepted, we will send you a confirmation. Your confirmation will include location, parking and time of set up on the day of the Arts Market and Powwow.

ACCESSIBILITY AND ACCOMMODATIONS:
If you require a particular booth location due to physical accommodation needs, please state that request within your application, so that we can do our best to accommodate those requests. Thank you!

ITEMS FOR SALE
- Please submit photos of items you intend on selling, or direct us to your website to view your merchandise.

THIS EVENT IS AN ALCOHOL, TOBACCO, AND DRUG FREE EVENT!

UC Davis is an alcohol, drug, and smoke free campus. We thank you for helping us keep the Powwow a safe and welcoming environment for everyone.
**IN CASE OF RAIN**

In case of immense rain the Indigenous Arts Market and Powwow may be cancelled. This is a decision that will be left to the Powwow Committee in consultation with University staff. In the case of the Powwow being cancelled, vendor fees will be returned.

The UC Davis Powwow Committee (comprised of students, staff, faculty and community members) is committed to organizing our annual Powwow aligned with the vision and legacy of the founders of the Native American Studies department. We work year-round to ensure a quality community gathering that upholds cultural integrity and respect.

We approach our work with a hemispheric lens, thus empowering community members to grow in their Indigenous identity, culture, and heritage in a way that is inclusive and not exclusive.

We are grateful for your interest and potential participation in the 5th Annual Indigenous Arts Market and UC Davis 47th Annual Native American Powwow. Your presence and art makes an invaluable contribution in ensuring a successful community gathering celebrating Native traditions and cultural heritage.

Sincerely,

**Mary Jane Andreas**  
Program Coordinator  
mjandreasa@ucdavis.edu  
(530) 752-6620

**Tori McConnell**  
Student Powwow Coordinator  
tjmccconnell@ucdavis.edu  
(707) 502-7740

**Olivia Hernandez**  
Interim Associate Director  
oehernandez@ucdavis.edu  
(530)752-4057

Check out the 47th Annual UC Davis Website and Facebook Page at:  
https://ccc.ucdavis.edu/powwow  
https://www.facebook.com/events/1256598121147461/
TEMPORARY FOOD BOOTH APPLICATION
THIRD PARTY VENDOR

Use this application for sale of pre-packaged or prepared food or beverages. Use Non-Food Operator Application for sale of non-food items.
DO NOT USE THIS FORM FOR NON-FOOD ITEMS

<table>
<thead>
<tr>
<th>EVENT ORGANIZER OFFICE USE ONLY</th>
<th>OFFICE USE ONLY</th>
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<tbody>
<tr>
<td>Date Received</td>
<td>Operator Fee</td>
</tr>
<tr>
<td>Received By</td>
<td>Liability Insurance</td>
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<tr>
<td>EVENT NAME</td>
<td>(proof enclosed)</td>
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<tr>
<td>5th Annual Indigenous Arts Market and/or 47th Annual UC Davis Powwow</td>
<td>Auto Insurance</td>
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<tr>
<td>EVENT DATE</td>
<td>(proof enclosed)</td>
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<tr>
<td>April 19th and/or 20th, 2019</td>
<td>EVENT ORGANIZER Cross- Cultural Center</td>
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<td>RETURN APPLICATION TO</td>
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<tr>
<td>Mary Jane Andreas 397 Hutchison Dr Suite 1300, Davis, CA 95616 -OR- email to <a href="mailto:mjandreas@ucdavis.edu">mjandreas@ucdavis.edu</a></td>
<td></td>
</tr>
<tr>
<td>APPLICATION DEADLINE: MUST BE POSTMARKED BY</td>
<td>February 20th, 2019</td>
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</table>

NOTICE OF FEES: THERE ARE TWO FEES; A STANDARD EVENT FEE PLUS A VENDOR FEE DEPENDING ON WHAT TYPE OF ITEMS YOU ARE SELLING
Standard Event Fee: $300 (One Day) or $350 (Two Days)  Event Fee to all food vendors for participation in this event.
Vendor Fees: Option 1- $100 Fee for vendors selling pre-packaged goods
Option 2- $230 Fee for vendors selling all other prepared food or beverages in a 10'x10' booth
Option 3- $450 Fee for larger booths up to a maximum of 20'x10'

1) Business/Operator Name:  
2) Tax ID Number (Employer ID or SS#):

3) Business License or Resale Number and Type:  
4) Business Owner’s Name/Contact:

5) Business Address:  
Mailing Address:  
City:  
State:  
Zip:

6) Telephone Contact:  
Business Phone: ( )  
Cell Phone: ( )  
Fax #: ( )  
Best Time to Call:

7) Is this a non-profit organization?  
(if yes, please include copies of your federal and state non-profit, tax exemption status papers with this application)  
Yes[ ] No[ ]

8) Who will be on site during event:

9) Address of on site contact:  
Mailing Address:  
City:  
State:  
Zip:

10) Telephone: ( )  
Best time to call:

9/6/18
**Food Preparation**

All foods must be stored and prepared in, or purchased from, approved food facilities. If you need clarification, read EH&S Food Safety Requirements, or phone the UCD Office of Environmental Health & Safety at (530) 752-3572.

(please use a separate sheet of paper if you need additional space to explain any item below)

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Business Name and Address</th>
<th>Type of Business</th>
<th>City, State, &amp; Zip</th>
<th>County or State Health Permit Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Chicken</td>
<td>Ex: Mad Butcher</td>
<td>Ex: Wholesale Meat</td>
<td>Ex: Sacramento, CA 98280</td>
<td>Ex: Yolo Co. #F-1234</td>
</tr>
<tr>
<td>Ex: French Fries</td>
<td>Ex: Costco</td>
<td>Ex: Grocery</td>
<td>Ex: Woodland, CA 95776</td>
<td>Ex: State Dept. of Health #12-131415</td>
</tr>
</tbody>
</table>

12) Comments

9/6/18
13) List all menu items and their prices, including beverages. Include major ingredients such as canned foods, eggs, dairy products, meat and pasta. You do not need to include flour, salt, baking soda, etc. Briefly describe the manner of food preparation and service. Only items listed and approved will be allowed for sale at the event.

Ex: Food item: Tri-Tip sandwich, dinner
Ingredients: Beef Tri-Tip, sandwich roll, seasoning; green salad and Italian dressing
Prep & Service: Cut tri-tip out of sealed bag from ice chest; place on grill; add seasoning; remove to hot-holding in chafing dish; place pre-packaged lettuce mix in ice bath; place salad on dinner plate and add dressing.

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<th>Food Item:</th>
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<td>Ingredients:</td>
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<td>Prep &amp; Service:</td>
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<td>Ingredients:</td>
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<td>Prep &amp; Service:</td>
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<td>Ingredients:</td>
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<td>Prep &amp; Service:</td>
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<td>Ingredients:</td>
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<td>Prep &amp; Service:</td>
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BOOTH SET-UP

- Enclosed tent (minimum 8'x8', maximum 10'x10') with four sides, front and back must zip open, with flame resistant CPAI-84 certified tarp completely covering floor area. You can buy, borrow or rent tent.
- Skirting for Front Sales Table - Must cover front of table from top to ground and pole to pole.
- Hand washing Station on top of table:
  Must include potable water in 5 gallon container with hands free faucet/spigot; liquid hand soap in a pump dispenser; paper towels; and a catch basin to collect waste water. Hand washing station must be inside tent.
- Sale/Service Area Table (check with Event Sponsor for how many 8' tables & chairs will be provided).
- Food preparation table(s).
- Utensil/Ware washing Station on table:
  3 large containers/tubs (Wash- Rinse-Sanitize); liquid bleach; dishwashing soap, testing strips and an area for air-drying utensils. If the utensil ware washing is outside, overhead protection must be provided.

- Hot and Cold Electrical Equipment plus one 100 ft 12 or 14 gauge electrical cord (not two 50' cords) and surge protected power strip
- BBQ / Propane Stove / Open Flame Equipment (including sterno's, chafing dish, etc.). Propane tanks must be secured against tipping with milk crates or similar item & located away from traffic areas
- Ice Chests
- Pallets/Boxes/Shelves for storing equipment & food at least 6" off ground prior to usage.
- Fire Extinguisher (if required, it will be provided by Fire Prevention.)
- Trash Can (provided by event sponsors)
- Thermometer (provided by event sponsor)
- Oil/Grease Disposal Container plus Secondary Drip Pan
- Plastic Disposable Gloves (recommend non-latex)
- Decorations must be within footprint of tent, structurally sound and fire proofed.
Complete the Following: Note that booths may not exceed 200 square feet.
Dimensions: Width (sides) ______________ Length (front) ______________ Height ______________

Indicate location of the following:
Storage On Site ☐ Off Site ☐
Preparation On Site ☐ Off Site ☐
Hot Holding On Site ☐ Off Site ☐
Cold Holding On Site ☐ Off Site ☐

Draw a detailed plan of the proposed vendor booth below: include booth dimensions, location of food equipment, serving areas, cooking areas, hand washing station and utensil washing station. Include all items required in checklist and diagram on previous page. Hand washing/utensil washing stations, fire extinguishers, trash can, ash can and BBQs/grills/fryers must be located behind tent.

Remember: All booths must be enclosed by a safety barrier (caution tape) located at least 10 feet from the rear of all booths. The UCD Fire Department will determine if all open flame cooking must be performed outside the booth enclosure. If any cooking is performed outside the booth enclosure, it must occur 10 feet from the rear of the booth and the safety barrier must be located 10 feet beyond the outside cooking equipment.

TEMPORARY FOOD BOOTHs THAT HANDLE UNPACKAGED, OPEN FOODs SHALL PROTECT FOOD BY A FULLY ENCLOSEd TENT WITH 16 MESH PER SQUARE INCH SCREENS

BACKYARD

FIRE RETARDANT TARP ON FLOOR
ELECTRICAL NEEDS

Operators are responsible for providing all equipment, including:
- 100 foot long 12- or 14-gauge extension cords (shorter cords may not be strung together)
- Surge protected power strips

All equipment and extension cords must be in good working condition, UL Listed and meet campus electrical requirements (see attached "Electrical Safety Requirements for Temporary Facilities").

List below EACH item of equipment that requires electricity, propane and/or charcoal. For electrical equipment, you must provide amps OR both volts and watts required for each item. **Power is limited and items not identified below will not be permitted.**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Volts</th>
<th>Watts</th>
<th>Amps</th>
<th>Propane</th>
<th>Other (specify)</th>
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<tbody>
<tr>
<td>Ex. Small Refrigerator</td>
<td>115v</td>
<td>42w</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Burner</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5 gal</td>
<td>-</td>
</tr>
<tr>
<td>Steam Table</td>
<td>-</td>
<td>-</td>
<td>1.12amp</td>
<td>-</td>
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<tr>
<td>Generator</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Canola Oil</td>
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</table>

Total