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

To reserve a vendor booth at the Arts Market or Powwow, a vendor application must be completed and returned with photos of your items for sale, and automobile liability insurance.

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 FOR 2019 UC DAVIS POWWOW:**

**ONE DAY OPTION-$135**
(Vendor Space for 5th Annual Indigenous Arts Market Friday April 19th, 2019 OR 47th Annual UC Davis Powwow on Saturday April 20th, 2019)

**TWO DAY OPTION-$200**
(Vendor Space for 5th Annual Indigenous Arts Market Friday April 19th, 2019 AND 47th Annual UC Davis Powwow April 20th, 2019)

NOTE: Vendors will be asked to donate an item from their inventory to use as a raffle item.

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 vendors must provide a Certificate of automobile liability insurance to drive onto the UC Davis campus.

Please refer to the information and instructions listed on the Vendor Application for more information.

**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.
- The selling of Eagle feathers and other sacred items is prohibited and will not be allowed in or around the Powwow.
- The selling of knives, arrows, arrowheads or other weapons are prohibited.
- Authentic Native American/American Indian merchandise is strongly advised.
- We reserve the right to decline any application if the materials being sold are deemed inappropriate.

**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
mjandreas@ucdavis.edu
(530) 752-6620

Tori McConnell
Student Powwow Coordinator
tjmcconnell@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/
UC Davis Powwow & Indigenous Arts Market
Non-Food Vendor Application

VENDOR OPTIONS AND FEES (PLEASE CHECK THE BOX OF YOUR CHOICE)

ONE DAY OPTION
(Vendor Space for 5th Annual Indigenous Arts Market Friday April 19th, 2019 OR 47th Annual UC Davis Powwow on Saturday April 20th, 2019)

☐ One Day Option: $135

Please select what day you would like to sell:
☐ 5th Annual Indigenous Arts Market Friday April 19th, 2019
☐ 47th Annual UC Davis Powwow Saturday April 20th, 2019

-OR-

TWO DAY OPTION
(Vendor Space for 5th Annual Indigenous Arts Market Friday April 19th, 2019 AND 47th Annual UC Davis Powwow April 20th, 2019)

☐ Two Day Option: $200

ALL APPLICATIONS MUST BE POSTMARKED NO LATER THAN FEBRUARY 20TH, 2019

VENDOR INFORMATION:
Last Name: __________________________ First Name: __________________________
Tribal/Nation Affiliation: __________________________ Business Name: __________________________
Business Owner's Name and Contact: __________________________
Business Address: __________________________

CONTACT INFORMATION:
Business Phone: __________________________ Alternative Phone: __________________________
Fax Number: __________________________ Email Address: __________________________
Website: __________________________
What language would you like to be contacted in? __________________________

ON SITE CONTACT DURING EVENT:
Last Name: __________________________ First Name: __________________________
Phone: __________________________ Alternative Phone: __________________________

MERCHANDISE DESCRIPTION:
Please list items and goods to be sold and your price range (please include photos or a website displaying your merchandise).
MERCHANDISE DESCRIPTION CONTINUED:
If applicable: Describe in detail any demonstrations or skill/craft that will be displayed and equipment to be used:

DONATION ITEM FOR THE POWWOW RAFFLE (TO BE SUBMITTED UPON CHECK-IN):

ELECTRICAL NEEDS:
Vendors are responsible for providing all equipment including heavy-duty extension cords and power strips. **Please note that power is limited and items not listed here will not be permitted. Generators are not permitted.** If you are approved for access to electricity, you will need to provide your own heavy-duty 12 or 14 gauge extension cords of a maximum of 100 feet in order to reach the power outlet.

- All equipment and extension cords must be in good working condition. Extension cords shorter than 100 feet cannot be strung together.

Please note that all your equipment will be inspected on site by the Fire Marshall to insure that there are no fire hazards.

Please List below any equipment that you will have at your booth that requires electricity, and provide the amps or volts and watts needed for each item. Please provide as much detail as possible so that we can accommodate your needs.

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<th>Equipment</th>
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<th>Watts</th>
<th>Amps</th>
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ACCESSIBILITY NEEDS:
- If you need accommodations, please state how we can best support your needs.
  > Accomodation: ___________________________________________
  > Reasoning: ___________________________________________
BOOTH SPACES:

- All booths are subject to approval by the UC Davis Cross Cultural Center, Environmental Health & Safety, and the Fire Marshall.
- All booths will be outdoors.
- Vendor coordinator will contact you in advance about the set-up time, location, and parking.
- Vendor coordinator will be on site the day of powwow to give you the specific location.
- All booth spaces provided include a 10x10ft space.

  ➤ Please Note: Booth spaces will only include one table and two chairs for the 2019 Powwow (while supplies last). If you need additional tables and chairs you will need to provide them yourself.

AUTOMOBILE LIABILITY INSURANCE

- Valid automobile liability insurance is required to drive your vehicle onto the UC Davis campus to load/unload your items.
- Please provide a copy of your Auto Insurance Policy Declarations page. This page should include: Policy Holder Information (your name), Policy Period (when your coverage begins and ends), and Vehicle Coverage (type and limits of insurance coverage for your vehicle).

PAYMENT

- Do not send vendor fee until you have received a vendor offer letter.
- 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.

INDEMNIFICATION AND HOLD HARMLESS

Vendor agrees to indemnify and hold The Regents of the University of California harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liability, including attorney's fees brought as a result of their involvement in this activity and to reimburse them for any such expenses incurred.

By signing below you acknowledge that you have read and understood all of the information provided to you and that your participation in this event is contingent upon:

1. Provision of all information requested at the time you submit this application.
2. Acceptance of application by event organizers, UC Davis Fire Dept., UC Davis Risk Management, and UC Davis Office of Environmental Health and Safety (EH&S), and the UC Davis Cross Cultural Center.
3. Adherence to all guidelines provided.
4. All items or artifacts that you sell, or exhibit being appropriate and/or authentic.
5. Successful completion of UC Davis Fire Dept and UC Davis Environmental Health and Safety inspections.

Vendors Signature ___________________________ Date ____________

Vendor Application Checklist
(Please be sure to include the following)

After submitting, your application will undergo review by the Powwow Committee. A notice will be sent out after a decision is made. If chosen to be apart of the 47th Annual Powwow a two week period will be allotted to send in the payment.

☐ This signed 4 page application
☐ Pictures (or website info) for items to be sold
☐ A copy of your automobile liability insurance policy declaration page (proof of vehicle insurance)

Please send via mail to:
Mary Jane Andreas
397 Hutchison Dr
Suite 1300, Cross Cultural Center
Davis, CA 95616

-OR-

Please scan and send via email to:
Mary Jane Andreas
mjandreas@ucdavis.edu

If you have any questions or concerns, please contact:
Mary Jane Andreas
Program Coordinator
Tele: (530) 752-6620
E-Mail: mjandreas@ucdavis.edu