MSU POW Wow

## April 29th, 2017

## Vendor Application 2017

**Vendor Name(s):**

**Address:**

**Phone #:** **E-mail:**

**Booth Name:**

**Description of items to be sold:**

How many tables (5x3ft) will you need (max: 2 tables)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many chairs will you need (max: 2 chairs)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need help to setup your booth? □ Yes □ No

Would you be willing to donate an item to the raffle at time of the event? □ Yes □ No

Please Attach Business Card Here!

**Vendors Space:**

* $30.00 for a space no bigger than 10x10. ***Please be aware that* we reserve *the right to modify spaces in order to accommodate all registered vendors.*** *If you are interested in more space and/or spreading out, we recommend purchasing two spaces*
* Spaces will also be available outside depending on weather conditions.
* Limited tables (2 tables per vendor) will be provided for you if requested and while supplies last.
* **We reserve** the right to set up the tables and to limit vendor space in order to accommodate as many vendors as possible.

**NOTE: Vendors will be in separate room from the main arena for the Pow Wow. All on the 1st floor lobby (same floor as the arena)**

**Registration Deadlines:**

* **Priority Deadlines – April 15th, 2017,** arrive by 9:30am
* **Registration Deadline – April 26th,** arrive/check in at 10:00am
* Check-in for registered vendors will be at 9:30am, for non-registered vendors will be at 10:00am (**NO EARLY REGISTRATION!!!)**
* **Non- Registered –** April 29th, 2017**,** will check in at 10:30am
* Vendors who are registering late will pay the fee and will get a space AFTER the pre-registered vendors (after 10:00 am, no earlier)

**Rules & Regulations:**

* NO sage
* NO knives
* NO alcohol or drugs
* NO pets
* NO selling of food
* NO unauthorized raffles
* All vendors must be set-up by 12pm.
* Take down is at 11:45pm.
* MSU/WOU will at all times have complete supervision, direction and control over services of vendor in this engagement and expressly reserves the right to control the manner, means, and details of the performance of services by the vendor.
* Receipts will be available the day of the event, by request.

*By signing below I have read and understand the above mentioned rules & regulations.*

**Signature(s)** Date:

 **Please mail Vendor Application**

**and payment to:**

Multicultural Student Union / WUC 212

Western Oregon University

345 N. Monmouth Ave.

Monmouth, Or 97361

**Checks or money orders should be made payable to:** MSU/Pow-Wow

**Please fax registration to:**

503-838-8435

Attn: MSU Pow-Wow