



Haskell Indian Nations University
Commencement Powwow
May 7&8, 2010
Food or Arts & Crafts Vendor Contract
DEADLINE: May 3, 2010

This agreement is between the Haskell Indian Nations University Commencement Powwow Committee and the person(s) known as the Vendor. The Vendor will be subject to the following rules and stipulations:

1. The Vendor shall pay for booth space before the display or sale of any merchandise.
NO PARTIAL PAYMENTS WILL BE ACCEPTED TO HOLD SPACE, PAYMENT MUST BE PAID IN FULL.
\$200.00 Food Vendor _____ (check one) **DEADLINE: MAY 3, 2010**
\$175.00 Arts & Crafts _____ (check one) **Deadline: MAY 3, 2010**
 Water & Coffee remains the exclusive rights of the Pow-wow Committee*
2. The Vendor booth will be located within the marked areas as designated by the Vendor Coordinator. Booth Space will be **10 x10**. Any Vendor exceeding this space will be subject to additional charges. **NO PETS ARE ALLOWED ON THE POWWOW GROUNDS OR IN/AROUND VENDING AREAS.**
3. This is an outdoor event. Minimal accommodations will be made in case of inclement weather.
4. The Vendor will provide their own tables, chairs, and display arrangements. This also includes extension cords, light fixtures, etc.
5. The Vendors will be allowed to sell only the items listed below: _____
6. Food Vendors shall use self-contained fires for cooking. Fire extinguishers are required and must be visibly displayed. **The Vendor Coordinator will check each booth for compliance. Non-compliance will result in Food Booth sales delayed.**
7. Haskell Indian Nations University Commencement Powwow Committee reserves the right to conduct and approve all raffles.
8. Haskell Indian Nations University Commencement Powwow Committee reserves the right to merchandise any items related to Haskell Indian Nations University, Commencement, and Powwow events.
9. Haskell Indian Nations University and the Commencement Powwow Committee will **NOT BE RESPONSIBLE FOR LOST/STOLEN ITEMS, ACCIDENTS, OR PERSONAL INJURY.**
10. **NO** alcohol, drugs, and/or illegal substances allowed on Haskell Indian Nations University Campus, violation will result in removal from campus by Haskell Indian Nations University Security and/or possible prosecution by Lawrence Police Department.
11. Failure to adhere to this Food or Arts & Crafts Vendor Contract will result in the Vendor forfeiting their space and booth space fee by the Vendor Coordinator.
12. **BOOTH CANCELLATION NOTICE: All or 100% of fee will be refundable until May 3, 2010. THIS NOTICE ALSO PERTAINS TO INCLEMENT WEATHER, SEE #3 ABOVE.** Your request must be in writing, No Phone Calls! Please allow 4-6 weeks for refund. **NO EXCEPTIONS WILL BE MADE!**

By signing this contract, I agree to abide by the rules and stipulations set forth by the Haskell Indian Nations Powwow Commencement Committee. I fully understand that failure to comply with this Vendor Contract will result in cancellation of this contract, forfeiture of booth space and any fees paid. Please sign and send contract with full payment. Confirmation will be sent upon receipt of full payment. **NO PERSONAL CHECKS WILL BE ACCEPTED.** Make Cashier's Checks and Money Orders payable to: **ATTN: Haskell Powwow Committee, 155 Indian Avenue, Lawrence, KS 66046.** Any questions contact: Steven Byington (785) 830-2780

Vendor Name	Vendor Signature	Date
Please print:		
Name: _____ Telephone (____) _____		
Address: _____		

Office Use Only: Date Received _____ Payment Type _____ Confirmation Sent _____ Vendor Number Assigned _____

***Indicate actual size of booth, canopy, trailer, etc to ensure proper space assignment.**