



UNITED TRIBES[®]
TECHNICAL COLLEGE

Rules & Regulations

DATE AND LOCATION

The International Powwow begins on Friday, September 6th and ends on Sunday, September 8th, 2018, with events taking place at the United Tribes Technical College Lone Star Arena in Bismarck, North Dakota.

BOOTH SETUP

Upon arrival check in with the Powwow Vendor Coordinator. No setup can start or be performed until the Powwow Vendor Coordinator has given clearance. No early sales can be made before inspection. There will be no booth space switching, changing, or subletting to another vendor without prior written approval from the Powwow Vendor Coordinator.

The average food vendor space is 30' x 15' and the average arts and crafts vendor space is 12' x 15'. Any full space allotment, which goes beyond the required dimensions, will be required to purchase two full spaces.

All sales will be limited to the booth or stand assigned. No selling may be done out of vehicles or by soliciting sales on the powwow grounds or dance arena.

ELECTRICAL SPECIFICATIONS

Each food vendor space is supplied with a 30-amp, 120-volt, and one 50-amp plug in. Each arts and crafts vendor space is supplied with one 110-volt outlet for their use during the event. Only one electrical cord is allowed per outlet. No self-wiring will be allowed.

Vendors **MUST** have a surge protector device with a built in on/off switch and an over current protection.

IF YOU ARE TAPPING INTO ELECTRICITY FROM UNITED TRIBES TECHNICAL COLLEGE, THEN BEFORE YOUR BOOTH/STAND CAN BE OPEN FOR BUSINESS, YOU MUST PASS AN INSEPECTION BY THE NORTH DAKOTA STATE ELECTRICAL BOARD.

The North Dakota State Electrical Board will inspect all vendors' stands/booths consuming electricity from United Tribes Technical College for \$15.00. **THE \$15.00 INSPECTION FEE IS TO BE PAID BY VENDORS IN CASH.** Receipts will be issued if needed. --- CONTACT Daniel Henry at 701-221-1708 to see if this is required.

This is a prerequisite to opening the stand.

VENDOR RESPONSIBILITY

Vendors agree to indemnify, defend, and hold UTTC and its employees, agents, heirs, directors, and assignees harmless from any and all claims or losses, injuries to vendors, customers, or any other person, including death, property loss or damage, occurring or resulting from electrical use by vendor, or the general operation of vendor's booth, or the placement of vendor's booth and property, and the layout and design of the same, or from the sale of goods, or goods themselves sold, by vendors.

Vendors must be in compliance with the Indian Arts and Crafts Act of 1990 (P.L. 101- 644). Vendors misrepresenting goods will lose selling privileges and be excluded from vending in the future.

Each vendor is responsible and liable for any damages they may incur while on the premises and are totally liable for any damages sustained to their equipment or merchandise.

Vendors are responsible for monitoring their booths at all times. The vendor is also responsible for the security of his/her money and providing the necessary change.

Vendors are responsible for keeping their spaces clean.

PARKING

Only one vehicle is permitted per vendor if parking space is available. Any person(s) failing to comply will be towed at vendors' cost.

REGISTRATION

All reservations are confirmed on a first-come, first-serve basis through online application.

The UTTC Powwow Committee reserves the right to refuse any application.

CONDUCT

The highest personal conduct and integrity is expected of all exhibitors in the vendor area, powwow grounds, and dance arena. United Tribes Technical College is an ALCOHOL/ DRUG/SMOKE FREE campus and we require all persons strictly adhere to this policy. UTTC is also a pet free zone. Violators will be removed from the premises.

SALES TAX

United Tribes Technical College is required by law to provide your tax permit number to the North Dakota Tax Commissioner. Each vendor is responsible for collecting North Dakota sales tax (6.5%) on all sales made during the event. You are required by law to collect 6.5 percent sales tax and mail your proceeds to the local office of the North Dakota State Tax Commissioner.

HEALTH INSPECTIONS

Vendors must be prepared for local and state inspections should the need arise. Food vendors must display a current and valid food handlers' permit from local or home area.

INSURANCE

Vendors are required to provide a certificate or other evidence as proof of insurance. Vendors must carry a \$1,000,000 liability policy with United Tribes Technical College named as the additional insured for the dates of September 6 to 8, 2019.

OTHER

The use of the United Tribes Technical College International Powwow logo is strictly prohibited without prior written consent of the United Tribes International Powwow Committee. Conducting the sale of raffles and/or soliciting of monetary donations is prohibited.

ARTS AND CRAFTS EXCLUSIONS

The UTTC Powwow Committee reserves the right to refuse the sale of any item(s), which it deems to be inappropriate, immoral, derogatory, offensive or dangerous to its visitors. This to include selling of items such as noisemakers, squirting devices, laser lights, or items and/or apparel that promotes the use of tobacco, drugs and/or alcohol or any inappropriate verbiage/artwork.

ABSOLUTELY NO WEAPONRY may be sold, such as knives, guns, bows, or any illegal items.

Booths will be investigated thoroughly upon setup and periodically throughout the weekend. Any vendor found to be selling any of the aforementioned items and/or objects will be required to remove them immediately. After first warning, failure to comply will be grounds for agreement cancellation and exhibitor removal without reimbursement of space rental fee.

**APPLICATION DEADLINE:
August 16, 2019**

Application must be completed and paid IN FULL by the deadline in order to be considered.