



ODAWA NATIVE FRIENDSHIP CENTRE

250 City Centre Avenue, Ottawa, ON K1R 6K7
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41st ANNUAL ODAWA POW WOW TRADITIONAL SATURDAY, MAY 27 & SUNDAY, 28, 2017 200 MOODIE DRIVE, OTTAWA, ON

Thank you for your interest in becoming **Arts & Crafts Vendor** at the Odawa Pow Wow. Your participation and cooperation are essential to our collective success. The cost for an arts & crafts vendor booth is one hundred and fifty dollars (\$150.). Please include a **certified cheque** or **money order** with your application. We also accept credit cards (Visa and MasterCard only) on the application form, in person or over the phone. Debit cards are acceptable for payment in person. Fees should be paid in full by May 19, 2017.

Product Vendor Expectations and Guidelines

Arts & Crafts Vendor booth displays shall be confined to a space 10 ft. wide by 10 ft. deep. We do not supply tables or chairs for vendors. **Arts & Crafts should be 50% of Aboriginal handmade crafts.**

Absolutely **NO ALCOHOL OR DRUGS** are allowed in the festival area, nor is any person who is under the influence of either. **NO ELECTRICITY** is provided. If you plan to bring a generator, you must indicate that you will do so on your application. Generators may be used between the hours of 7am and 11pm daily. Access to portable water is not available.

Vendors are responsible for staffing; set-up and tear down for their own booths/tables.

Each vendor will be responsible for providing all equipment required for its venue.

It is agreed that each vendor will haul away all empty cartons, boxes and other rubbish from their area at the end of each day and make sure that their area is left in good clean condition at the end of the pow wow.

Vendors are responsible for the security of their own goods.

Set-up Information

Set-up time is Friday 5:00 p.m.-8:00 p.m. and Saturday from 7:00 a.m.-9:00 a.m. Vehicles will not be allowed on the festival grounds at any other times.

Vendors will be required to bring their own staff and volunteers to load-in and set-up your booth.

Take-down Information

Take down may begin at 5:00 p.m. on Sunday. Vendors are asked to stay until the close of the event to ensure the safety of all in attendance. Your vehicles will be directed by our staff in order to facilitate leaving in a convenient and orderly fashion.

Please keep these guidelines for your information and only send ONFC the application form below. Thank you!

Odawa Pow Wow 2017 Arts & Crafts Vendor Application Form

Company/Organization Name: _____

Contact Person: _____

Mailing Address: _____

Email Address: _____

Phone: _____ Fax: _____

Aboriginal ancestry

Describe product display unit (type of structure, size of structure, etc.)

Please list items that you propose to have for sale. Attach additional pages if needed.

Do you have a generator? Yes _____ No _____

I will demonstrate my craft during open hours: Yes _____ No _____ if yes, please describe:

Number of spaces required _____

Total amount due: _____

Have you been an exhibitor at the Pow Wow before? Yes _____ No _____

I have read and fully understand and agree to adhere to all items stipulated in the arts & crafts vendor booth application and guidelines. I understand that all fees need to be paid in full by May 19th, 2017. Mail to Odawa Native Friendship Centre, 250 City Centre Avenue, Ottawa, ON K1R 6K7

Print Name: _____

Signature: _____ Date: _____

NOTE: If items in your application are not consistent with items being sold, we reserve the rights to terminate the contract or require the removal of non-approved items. Should the need arise to terminate the contract, vendor fee will be forfeited. In choosing Credit Card:

Visa/MC _____ Number _____ Expiry Date _____ CRV _____