



ODAWA NATIVE FRIENDSHIP CENTRE

250 City Centre Avenue, Ottawa, ON K1R 6K7
PHONE: (613) 722-3811 FAX: (613) 722-4667

41st ANNUAL ODAWA POW WOW TRADITIONAL SATURDAY, MAY 27 & SUNDAY, 28, 2017 200 MOODIE DRIVE, OTTAWA, ON

Thank you for your interest in becoming an **Exhibitor** at the Odawa Pow Wow. Your participation and cooperation are essential to our collective success. The cost for an exhibitor booth is three hundred dollars (\$300.) 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.

Exhibitor Expectations and Guidelines

The final assignment of booth spaces will be at the discretion of the Odawa Pow Wow Committee, which may have the right to request exhibitors to move from assigned areas when necessary for any reason. Exhibitor booth displays shall be confined to a space 10 ft. wide by 10 ft. deep, unless extra space is purchased. We **DO NOT** supply tables or chairs for vendors. Absolutely **NO ALCOHOL OR DRUGS** are allowed in the festival area, nor is any person who is under the influence of either. It is agreed that each exhibitor 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 all times during and at the end of the pow wow.

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 7:00 a.m.- 11:00 p.m. daily. Access to portable water is not available. Exhibitors are responsible for staffing; set-up and tear down for their own booths/tables. Each exhibitor is responsible for providing all equipment required for its venue. We will provide trash containers for the public to deposit their garbage. Exhibitors are responsible for the security of their own goods. The event takes place rain or shine.

Set-up Information

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

Take-down Information

Take down may begin at 5:00 p.m. on Sunday. Exhibitors are asked to stay until the close of the event to ensure that 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 Exhibitor Application Form

Company/Organization Name: _____

Contact Person: _____

Mailing Address: _____

Email Address: _____

Phone: _____ Fax: _____

Are you an Aboriginal Organization or do you provide services to Aboriginal people?

Yes _____ No _____

Describe exhibition unit (type of structure, size of structure, etc.)

Do you have a generator? Yes _____ No _____

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 exhibitor 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 the description of your exhibition space provided is not reflective of what is displayed, we reserve the right to terminate to contract or require the removal of non-approved items. Should the need arise to terminate the contract, exhibitor fees will be forfeited.

In choosing Credit Card:

Visa/MC _____ Number _____ Expiry Date _____ CRV _____