

Sa'Heh'Wa'Mish Days Arts Fair Vendor Guidelines

February 19th & 20th 2011

Application & Payment Deadline February 10th, 2011

Cost. The cost per booth is \$100.00 flat fee for a 10x10 booth. Or, if preferred a 6' table space can also be rented at \$50.00. If you use more than 10x10 (\$100.00) or a table (\$50), you will be charged for that space. So that if you use a 12x12 space, your fee will be \$200 and if you use an 8' table, you will be charged \$100.

Application & Booth Rental Deadline. The deadline for application is February 10th, 2011. Full Payment and complete forms must be received before: February 10th, 2011, regardless of postmarked date. Vendors will receive a confirmation letter or phone call after February 15, 2010. If you do not hear from us call to make sure we received your application and fees. Cash or check only. We do not have the ability to accept credit cards for your payment.

Walk-On Registration Fees. (If available): Same-day, walk-on registration fees are \$200 for either 10'x10' or table space.

Vendor selection. Paid and completed applications get first right of booth selection at pow wow sign in only as marked by event staff. Paid and completed applicants will have first right of booth selection upon check-in. Selection will depend upon your timeliness at check-in.

Vendor Eligibility. Native American Vendors have the first rights for booths. NO TOY vendors except as a small part of your booth offerings.

Indian Arts and Crafts Act. Art market eligibility is in compliance with the Indian Arts and Crafts Act of 1990 (PL 101-644) Under the Act, an artist must be a member of a state or federally recognized tribe or be certified as a tribal artisan by a tribe. If you have never worked with the Squaxin Island Tourism Department before, you are required to send a copy of your tribal enrollment documentation, listing your enrollment number and/or tribal center phone number. If you have any questions, please contact Ruth Whitener at 360-432-3841.

Indigenous Peoples. The Sa'Heh'Wa'Mish Committee is pleased to offer vendor space for Indigenous Peoples from other countries and/or Tribes. However, vendors must not be "re-sellers" of mass produced work or selling representations of their culture's arts and crafts. Please attach documentation proving your status and your art's origination.

Pricing of similar items. The Sa'Heh'Wa'Mish Days Committee encourages competition. However, for similar items, we do not want to see severe price under-cutting. Example: One vendor sells a product (like Pepsi) for \$1.00 and the other vendor sells a similar product (like Coke) for \$0.50. The committee is not interested in getting involved in pricing art – which is hard to do – or in valuing levels of experience. We are concerned that a beaded bookmark may be sold for extremely low prices while others are valued at market value. The committee expects that this rule will rarely need to be enforced but reserves the right to do so.

Set-up Rules and Procedures. Set-up will begin at 9:00 am on February 19th, 2011. Vehicles will be allowed at the entrance to the Little Creek Casino Resort parking lot in the morning only. Vehicles are

SEND YOUR APPLICATION TO:

Sa'Heh'Wa'Mish Days Committee

3591 Old Olympic Highway

Shelton WA 98584 Questions? Call Ruth (360) 432-3841

Sending your application to the casino, or tribe may result in failure to receive your application on time!

allowed only with permission. After vendors unload and before you set up, vendors need to move their vehicle to regular parking that is clearly marked by the Little Creek Casino Resort.

Tear-down. Booths and vendors must immediately tear down their booths following the event. Please note, until the event is over, vehicles are NOT allowed on the driveway or parking spaces next to your booth. Museum Raffle. All Vendors must donate ONE raffle item worth at least \$25 at the time of arrival for set up. Please tag your item with your name for proper identification.

Code of Conduct. Vendors/Exhibitors are expected to be courteous. Please interact respectfully and thoughtfully with all attendees and other exhibitors. Vendors/Exhibitors who violate the code of conduct may be asked to leave without refund of fees or other compensation. In addition, your vending privileges will be null and void and you will be excluded from vending at future events.

Vandalism. Tampering with Little Creek Casino Resort property and vandalism are prohibited. Any cases will be reported to Squaxin Tribal Police for investigation and possible prosecution.

Display Guidelines. Sa'Heh'Wa'Mish Days staff, at its sole discretion, may deem any merchandise, signage, slogans, or images to be inappropriate. Vendors/Exhibitors may only hang signs, banners and other displays within their allotted booth space if it does not obstruct other vendors. You will be asked to remove banners and signs placed outside your booth. The area immediately in front of and around booths must also be kept clear of obstruction. Please be safety-conscious. Cords, ropes, wires and other objects people might trip on should be kept covered or safely out of traffic. Low hanging objects should be clearly visible and carefully placed to avoid injury. Sharp corners and rough edges should be covered or protected. We reserve the right to remove items that we believe are not safe or detract from the event.

Sponsors: The Sa'Heh'Wa'Mish Days Committee may reserve high value booth space (entrances) for sponsors. Damages or repair. Damages caused by the vendor or their staff will be repaired at the rate of \$50/hour, or as-billed to repair. Replacement costs will be born by the vendor and paid as invoiced.

Booth Assignments. Making booth assignments is one of the most difficult and deliberate processes for the Sa'Heh'Wa'Mish Days Committee. All decisions are final. Sa'Heh'Wa'Mish Days Committee will not refund or compensate vendors or exhibitors based on booth location.

Event Cancellation. If Sa'Heh'Wa'Mish Days are cancelled for any reason, Sa'Heh'Wa'Mish Committee will—at its sole discretion—evaluate the possibility of refund or reimbursement on a case-by-case basis. Exhibitors and vendors understand and agree that all fees are non-refundable. Sa'Heh'Wa'Mish Days is a rain-or-shine event and will proceed in any weather conditions unless instructed otherwise by local authorities.

Amplified Sound. You may play recordings if you are located outside and you do not play your recordings, music or pow-wow recordings loudly. If you get complaints, turn it down. We reserve the right to ask you to turn your recordings off if you can't abide by these courtesies.

Food Vendors: You must have a valid food handlers permit or health certificate. Please send a copy in with your application and be prepared to show proof of this permit.

Food & Beverages. Only approved vendors may sell any food or beverage.

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Product Exclusivity. Sa’Heh’Wa’Mish Days Committee does not offer product exclusivity except for official sponsors who have specifically requested exclusive arrangements in a written contract.

Electricity. Electrical hookups are scarce. Please let us know if you need electricity. You are responsible for having extension cords and surge protectors (with covered lines for safety). Generators are NOT allowed. The cost for electrical hookup is \$25 per connection.

Subletting and Sharing of Booth Spaces. You may not sublet nor share your booth space(s) to/with another business or organization without prior written consent from Sa’Heh’Wa’Mish Days Committee.

No Assumption of Endorsement or Affiliation. Acceptance as an exhibitor or vendor by Sa’Heh’Wa’Mish Days Committee or the Squaxin Island Tribe does not imply endorsement or affiliation with the organization and/or individual. The views expressed by exhibitors and vendors are not necessarily those of Sa’Heh’Wa’Mish Days Committee or the Squaxin Island Tribe, its community partners or its corporate sponsors.

Garbage. For your convenience, the Little Creek Casino Resort has arranged for an ample number of garbage receptacles. The Sa’Heh’Wa’Mish Days Committee is committed to leaving the grounds as litter-free as possible. As a vendor/exhibitor, you agree to properly dispose of all garbage or recycling and to leave your space free of litter. Vendors/Exhibitors who do not clean up their booth space at the end of the Festival may be billed up to \$100 in clean-up fees and/or banned from participation in future Sa’Heh’Wa’Mish Days or any other Squaxin Island Tribal or Little Creek Casino events.

Right of refusal. The Squaxin Island Tribe and Sa’Heh’Wa’Mish Days Committee reserves the right to reject the application of, or prohibit participation by any exhibit, vendor, entertainer, and/or volunteer in whole or in part, including, but not limited to, any person, organization, article, conduct, printed matter, catalogue, or souvenir, that in its sole and absolute opinion, is not suitable to and in keeping with the character of Sa’Heh’Wa’Mish Days, the Squaxin Island Tribe or the Little Creek Casino Resort.

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Please Clearly Print All information

Your Name	Today's Date	
Address, City, State, Zip Code	Primary Phone Number	
	Secondary Phone Number	
	Email address	
Your Tribal Affiliation (or Indigenous Culture)	Tribal Enrollement Number	
Tribal Center Phone Number		
Please attach documentation of Native heritage to establish that merchandise is Indian-made in accordance with the Indian Arts and Crafts Act of 1990		
Merchandise: Please attach photos that represent your merchandise or describe the merchandise you plan to sell at the art fair. Please give your price range (high and low). If you plan to sell others' items, please also attach photos of these products.		
Signature	Date	

By signing the application, you are agreeing to comply with these policies set by the Sa'Heh'Wa'Mish Days Committee. The Committee reserves the right to change any of the rules. Furthermore, each individual vendor, and/or any of their family members/assistants is responsible for being familiar with these regulations for which no exceptions will be made, regardless of the person's knowledge of said rules.

Send your completed application & payment to:

**Sa'Heh'Wa'Mish Days Committee
(Ruth Whitener)
3591 Old Olympic Highway
Shelton WA 98584**

Questions? Call Ruth Whitener, (360) 432-3841 or email RWhitener@Squaxin.US