

**11<sup>th</sup> ANNUAL RIO RANCHO PUBLIC SCHOOLS POW WOW**  
**SATURDAY, MARCH 17, 2018**

We are pleased that you are interested in being a booth vendor for the 11<sup>th</sup> Annual Rio Rancho Public Schools Pow Wow on March 17, 2018. Please read the attached information and complete the Booth Vendor Agreement and return it to us as soon as possible. It is required for your participation in the Pow Wow. **You will receive your receipt and booth assignment at the Pow Wow during check in.** Please remember that all booth assignments are final and no special requests will be acknowledged. Signs will direct you to the vendor area.

**BOOTH VENDOR AGREEMENT**

Contact: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Tribal Affiliation: \_\_\_\_\_  
Provide a brief description of items to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There will be a **limited number** of booth spaces available. Booth space will be provided on a **first come, first served basis** once payment is received. Booth sizes are 8'X10' and 10' x 10', **PLEASE SPECIFY THE SIZE OF SPACE THAT YOU PREFER:**

\_\_\_\_\_ **8' X 10'**      \_\_\_\_\_ **10' X 10'**

YOU WILL NEED TO PROVIDE YOUR OWN COVER, TABLE, CHAIRS, WATER, EXTENSION CORDS, GENERATOR, ETC.

**Fees:**

\*\*\*\*\***Fees not received before March 2nd, 2018 will be an additional \$15.00**\*\*\*\*\*

Food Vendors – Defined as 3 or More Items for Sale: **\$200.00**

Snack Vendors – Defined as 2 or more Items for Sale: **\$50.00**

(Popcorn, pickles, candy, chips, other pre-packaged food)

Other Vendors: **\$50.00** + Item Donation (min. \$15.00 value)

Informational/Public Service Agencies (non-sales): **No fee**

**Set up time: noon**

**Make checks payable to: RRPS NAPAC Activities**

**Confirmation will be either by phone or email**

The undersigned agrees to the following:

1. The vendor agrees not to sell any artifacts or religious items of ANY tribe, including sage, tobacco, cedar, sweet grass, or other herbs, or pipestones, pipes, etc.
2. The vendor agrees not to drive or park motor vehicles on and/or around the Pow Wow area (except to load and unload), not to drive or park on any undesignated areas, and will be responsible for any traffic or parking citations.
3. The vendor agrees to assume full risk of any lost money and/or vendor property.
4. **Cleveland High School**, Rio Rancho Public Schools or any related entities will not be responsible for any personal injury.
5. Food and Snack vendors must provide their own electric generator, and appropriate fire extinguisher as applicable.
6. Food and Snack vendors must have a food handler's permit.
7. All booth vendors must adhere to the information outlined in this Agreement, as well as the document entitled "Information and Rules for Booth Vendors".
8. The vendor has read, understands, and agrees to comply with the Vendor Agreement and the "Information and Rules for Booth Vendors" as established by the Rio Rancho Public School Pow Wow Committee. The vendor understands that other members of their party must also comply with these rules.
9. The vendor understands that he/she is responsible for the cleanliness of their own area and that they are expected to stay within the boundaries of their booth space. The vendor also understands that unruly behavior will not be tolerated and will be grounds for expulsion from the Rio Rancho Public Schools Pow Wow.
10. The vendor accepts the terms set by the Rio Rancho Public Schools Pow Wow Committee outlined in the accompanying documents entitled, Information and Rules for Booth Vendors and this Agreement. In addition, the vendor agrees to pay all fees and take responsibility for fees incurred due to bounced checks or fines incurred during the Pow Wow.

Deadline for Vendor Agreement submission: **Friday, March 2nd, 2018 at 12:00 pm.** Fees Not received will incur a \$15.00 fee \*\*No exceptions. At noon we'll start calling vendors on the waiting list to take booth space that is not paid for.

Name (Print): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Completion of this form is required for your participation in the Pow Wow. Please sign and date this Agreement as soon as possible. Keep a copy for your records.**

**Return Agreement and Fee to:**

**Leigh Thunder**  
 NAPAC Member  
 703 Las Marias Dr SE  
 Rio Rancho, NM 87124  
 (505) 319-5900

or

**Freddine Martinez**  
 Federal Programs Office  
 Rio Rancho Public School  
 500 Laser Road, NE  
 Rio Rancho, NM 87124

**11<sup>th</sup> ANNUAL RIO RANCHO PUBLIC SCHOOLS POW WOW**  
***SATURDAY, March 17, 2018***  
**INFORMATION AND RULES FOR BOOTH VENDORS**

**General Vendor Information:**

Hopefully, most of your questions can be answered in advance, so please carefully read this information in its entirety. Vendors can begin to set up at 12:00 noon. Due to fire hazard regulations, vendor vehicles will not be allowed to remain at the vendor entrance area except for set up and take down. YOU MUST PROVIDE YOUR OWN TABLES, CHAIRS, CANOPIES, GENERATORS, EXTENSION CORDS, WATER, ETC.

**Food Booth Vendors –\$200.00 Fee**

You cannot sell any drinks. You must be in compliance with the Sandoval County Health Department regulations. You must present us with your Food Handlers Permit two (2) weeks prior to setting up. Be aware that the inspector will be present to verify you are following health codes regarding food preparation.

**Snack Booth Vendors – \$50.00 Fee**

You cannot sell any drinks. You must be in compliance with the Sandoval County Health Department regulations. You must present us with your Food Handlers Permit two (2) weeks prior to setting up. Be aware that the inspector will be present to verify you are following health codes regarding food preparation.

**Arts/Crafts Booth Vendors \$50.00 Fee + Item Donation – Minimum \$15.00 Value**

You cannot sell any food or drinks. Doing so without a health permit and/or permission from the Pow Wow Committee may cause your booth to be removed from the grounds without refund.

**Information Booths (FREE)**

You are welcome to provide any information regarding your organization. You are not permitted to sell anything. To sell merchandise of any type, including fundraising, would require payment of the full vendor fee.

**SET UP:**

- Booth Vendors may set up in the gym beginning at noon. Gourd Dancing in the gym begins at 1 pm.
- Vehicles will be permitted in the booth area ONLY during setup and takedown.
- Vehicles must be moved after setup.
- Booth vendors must be present no later than noon or their booth space and payment will be forfeited. No refunds will be given to those booths who do not show up.
- Booth Vendors will take down booths no later than 11 pm.
- Booth spaces are 8' x 10' and 10' x 10'. Please specify your preference on page 1. This is not a guarantee that you will be assigned your preferred space size.

**EQUIPMENT AND FACILITIES:**

- The Pow Wow is an indoor event. Plan accordingly.
- EACH VENDOR MUST PROVIDE HIS/HER OWN TABLES, CHAIRS, CANOPIES, WATER, EXTENSION CORDS, GENERATORS, ETC.
- Each vendor must dispose of their booth-generated garbage by taking it to dumpsters. Vendors may not use the trash receptacles used by visitors. Please bring your own trash bags and other cleaning supplies.
- Each vendor is responsible for complying with local fire regulations.

**PARKING:**

- Due to fire regulations, vehicles will NOT be allowed to park in the vendor booth area.
- Vehicles will be permitted in the vendor entrance area ONLY during setup and takedown.
- Vehicles must be moved after setup.
- No parked vehicle may obstruct fire lanes or traffic lanes anywhere on campus.

**CAMPING:**

- There is no camping allowed at **Cleveland High School**.

**SAFETY:**

- No open fires are allowed. Vendors must abide by all local fire codes.
- No alcohol or drugs are allowed.
- No pets or animals are allowed.
- No firearms are allowed.

**GENERAL RESPONSIBILITY:**

- Each vendor should make sure that his/her booth is not left unattended.
- Each vendor should be neighborly to others at all times.
- Each vendor will clean up his/her booth space before leaving.
- Info booths may not sell anything.
- Arts/Crafts booths may not sell food or drinks.
- Rio Rancho Public Schools, **Cleveland High School**, or any other related organizations are not responsible for damaged, lost, or stolen items, on or off the Pow Wow grounds.
- We reserve the right to limit the sale of items we find offensive to American Indians or specific tribes such as artifacts, religious or ceremonial items, or some manufactured goods.

Please remember that your actions as booth vendors reflect on the Rio Rancho Public Schools' Pow Wow and Rio Rancho Public Schools. You also represent the Rio Rancho Public Schools' Pow Wow in the surrounding community. Your performance may influence the success of your applications in the future.

Any violation of the above rules can be grounds for your expulsion by the Rio Rancho Public Schools Pow Wow Committee. To guarantee the future of our Pow Wow, we ask you to conduct yourselves in an appropriate and respectful manner.

If you are not able to attend the Pow Wow, please notify us of your cancellation as soon as possible, but no later than March 2, 2018. Refunds will not be available after that date. Contracts are due March 2, 2018. Failure to submit your full payment may result in forfeiture of your booth space.

Thank you for your support of our endeavors from the Native American Parent Advisory Committee. Proceeds go to fund all activities of the Native American Summer Academy. We hope you enjoy your time with us at the Pow Wow!

**If you have any questions, please contact:**

**Leigh Thunder  
(505) 319-5900**

**Freddine Martinez  
(505) 896-0667 x51171**



