The CSULB Pow Wow is on **March 12 and 13, 2016**. The Pow Wow will be held at the upper campus Central Quad.

**VENDING COSTS:**

1. Vendor spaces are $275.00 for two days for each space.
2. **Full payment and complete forms must be received before 5:00 pm on Monday, February 22, 2016, REGARDLESS OF POSTMARK DATE.**
3. **LATE FEE:** A late fee of $100 will be applicable **after 5pm Monday, February 22, 2016, regardless of postmark date!** The total cost for late applications is $375 for two days for each space.
4. **WALK-ON REGISTRATION FEES:** Same-day, walk-on registration fees are $400 for one day and $475 for two days for each space.

**CONFIRMATION, ASSIGNMENT, CHECK IN & SET UP:**

1. Vendors will receive an emailed confirmation letter once accepted as a vendor. This will be followed by a phone call sometime after Monday, March 7, 2016 to schedule an appointment for check in and set up.
2. Check in and set up will begin Friday, March 11, 2016.
3. Vendors unable to set up Friday may begin setting up on Saturday, March 12 after the Morning Prayer around 7:00 am. **These vendors must register at Parking Lot #8 on Saturday morning. Vendor check in ends at 9:30 am.** After 9:30 am you must check in at the MC Booth at the Pow Wow.
4. **On Saturday, all vehicles must leave the Pow Wow area by 9:00 am.** However, you may continue to setup after 9:00 am by walking your items from your vehicle in the parking lot to your booth.
5. Spaces are 10 feet by 10 feet with 3 feet between each space. Vendors may not extend their space. Double space is double the price.
6. Vendors must provide their own canopies, tables, chairs, lighting, and power.
7. On the days of the Pow Wow, vendors must display a copy of their Seller's Permit at their booth as per State Franchise Board. You can download an application from their website: [http://www.boe.ca.gov/info/reg.htm](http://www.boe.ca.gov/info/reg.htm)

**PARKING:**

1. Only one Parking Pass will be given per Vendor for Parking Lot 8. Additional vehicles must park in Lot 9 or Spectator Lots. **All larger vehicles such as RV's or trailers must park in Lot 11.**
2. There is no overnight camping.
3. The Executive Pow Wow Committee cannot "fix" any tickets received on campus. Please pay attention to all posted parking regulations. All tickets or fines are your sole responsibility.

**ELECTRICITY/LIGHTS:**

1. Using CSULB electricity and/or power supply cancels your vending privileges and your money will not be refunded.

**SECURITY & OWNED PROPERTY:**

1. There is no security overnight. By signing this vendor application you are holding the State of California, California State Trustees, California State University Long Beach, California State University Long Beach Associated Students, Inc., California State University Long Beach American Indian Student Council/ Pow Wow Committee, and its officers, agents, employees, and volunteers of each of them harmless for any and all theft, vandalism, damage to property or goods, or bodily injuries that may occur to you or your assistants, property, equipment, and goods during the Pow Wow including set-up and take-down of vendor booth.

**RESTRICTIONS ON ALLOWABLE SALE ITEMS:**

1. Craft vendors may not sell any type of food or beverage, prepackaged or otherwise, (i.e. candy, sodas, etcetera).
2. **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 will be excluded from vending at future Pow Wows.
3. The selling of pipes, sacred herbs and substances, endangered animals or parts, or anything that may be viewed as sacrilegious in nature to any Native American Tribe is completely prohibited.

4. The Executive Pow Wow Committee reserves the right to prohibit vendors from selling or displaying any items, which are disturbing to the attending community at the Pow Wow.

RULES AND REGULATIONS:

1. The rules and regulations are set to insure the safety and enjoyment of all participating members of the Pow Wow. Vendors who fail to comply with any of the following rules will lose their vending privileges and their fees.

2. NO REFUNDS RAIN OR SHINE

3. DO NOT DRIVE ON GRASS!

4. DO NOT STAKE DOWN YOUR CANOPY as you may damage water and electrical lines underground! Vendors will be financially responsible for any damages caused to California State University, Long Beach property.

5. GENERATORS MUST BE PLACED ON PLYWOOD.

6. Tampering with State property and vandalism are prohibited. Any cases will be reported to University police for investigation and possible prosecution. In addition, your vending privileges will be null and void and you will be excluded from vending at future annual Pow Wows.

7. By signing the application, you are agreeing to comply with all of the rules and regulations set forth by the Executive Pow Wow Committee. The Executive Pow Wow Committee reserves the right to change any of the rules. All employees of CSULB are excluded from vending. 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.

HOW TO APPLY: Fill out and return the below Vendor Application along with your money order. For first-time applicants only, please include a photocopy of your Seller's Permit and photographs of your items to be sold in addition to the above.

Please make Money Orders payable to: American Indian Student Council
21006 Harvest Ave
Lakewood, CA 90715

---------------------------------Cut and mail in the bottom portion---------------------------------

46th Annual CSULB Pow Wow Craft Vendor Application
March 12 and 13, 2016

By signing this vendor application, I agree to comply with regulations set forth by the Executive Pow Wow Committee. Non-compliance with regulations will result in immediate suspension of my vending privileges without refund of fees. The Executive Pow Wow Committee reserves the right to change any of the rules. Furthermore, I and my family or assistants are responsible for being familiar with these regulations for which no exceptions will be made regardless of the person's knowledge of said rules. I will not plan to vend at the CSULB Pow Wow unless I receive a letter or a call of confirmation from the Vendor Committee.

Signature of Vendor: ____________________________________________

Print Name of Vendor: ___________________________________________

Tribal Affiliation: _______________________________________________

List all items to be sold:
You may write on the back or attach your own list.

Mailing Address: _______________________________________________

Telephone number: __________________________ Email Address: _______________________

Number of spaces: ______ Money Order amount enclosed: __________________

For first-time applicants only, please send a copy of your Seller's Permit and photographs of your items to be sold.
CSULB Vendor Agreement

EVENT: 46th Annual CSULB Pow Wow

DATE(S): March 12 & 13, 2016

LOCATION: Upper Campus Quad (Commencement Lawn) at California State University, Long Beach

This Vendor Agreement is entered into on ____________________ (date), by and between California State University, Long Beach (CSULB), and _________________________ (Vendor’s Name) hereinafter referred to as Vendor.

CSULB agrees to allow the Vendor to operate on campus property during the 46th Annual CSULB Pow Wow event on March 12 & 13, 2016.

In return, the Vendor agrees to the following:

Vendor agrees to abide by all University regulations, including but not limited to campus publication entitled: “Campus Regs: For Campus Activities, Student Organizations and the University Community”.

http://www.csulb.edu/divisions/students/studentdean/campus_regulations/

Vendor shall provide to CSULB, five (5) business days prior to the date of the event, a certificate of insurance with a separate additional insured endorsement providing the following coverage:

- **General Liability**: $1,000,000 Per Occurrence (including completed products liability)
  - $2,000,000 Aggregate

- **Workers’ Compensation**: As required by the State of California
- **Employer’s Liability**: $1,000,000 per illness, injury
- **Automobile Liability**: $1,000,000 combined single limit

The General Liability additional insured endorsement shall name the State of California, California State University Trustees, California State University, Long Beach, California State University Long Beach Foundation, its officers, agents, employees, and volunteers of each of them as additional insureds.

Vendor shall indemnify, hold harmless and defend the State of California, Trustees of the California State University, California State University, Long Beach, its auxiliaries, including but not limited to Associated Students, Inc., and all officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in any connection with use by the Vendor of said property, except those caused by the sole negligence of the CSULB.

If Vendor will be selling food or drink items, a permit for Temporary Food Facility is required from the City of Long Beach Department of Health and Human Services. Vendor is solely responsible for obtaining all permits and following all rules and regulations of the City of Long Beach Department of Health and Human Services Temporary Food Facility Requirements. All sales of food or drink items on campus are subject to approval by the 49er Shops, Inc. Sale of alcoholic beverages is strictly prohibited.

Vendor shall assume all costs arising from the use of patented, trademarked, franchised, copyrighted or otherwise proprietary material used in or incorporated in the Event.

All uses of the University name or logo in any form must be pre-approved prior to being printed. Vendor agrees that all announcements, press releases, advertising and other marketing materials promoting the Event will be honest and truthful and will include accurate information and prices. Vendor will identify the Facility as "California State University, Long Beach," which may be abbreviated "CSULB.” No advertising or publicity may state, or in any manner imply, that University or the University sponsors, endorses or is responsible for Vendor event activities.
Vendor has read and agrees with the above requirements of the CSULB Vendor Agreement. The Vendor representative acknowledges that he/she has the authority to sign this agreement on behalf of the Vendor. This Agreement is not valid until approved and signed by an authorized campus representative.

____________________________________
Vendor Representative Name (Printed)  Date

____________________________________
Vendor Representative Signature

For the Trustees of the California State University  Date
California State University, Long Beach