



**PRAIRIE BAND POTAWATOMI NATION**  
**2018 Potawatomi Gathering**  
**Vendor Application & Agreement**

Gathering: July 29-August 5, 2018  
 Gathering Pow-wow: August 3-4, 2018

**Craft and Food Vendors:**

The PBPB Gathering Committee would like to welcome you to our 2018 Potawatomi Gathering. We are pleased to have you as part of this year's event. To ensure that your week with us is a safe and enjoyable one for everyone, we have developed the following rules for participation in our event:

1. **Craft Vendors must provide proof of enrollment in a federally recognized tribe.** Craft vendors without proof of enrollment in a federally recognized tribe will not be accepted.
2. **Food Vendors must have a valid Food Handlers Certificate.**
3. NO dogs or other animals allowed in booth spaces. Animals are permitted in camping areas on a leash or otherwise restrained away from the public.
4. Absolutely NO alcohol or illegal drugs will be permitted within the Prairie People's Park or adjacent parking areas. Anyone possessing alcohol/illegal drugs in these areas will be subject to arrest.
5. Please do not leave young children unattended in vendor spaces. Curfew for all children under age 18 to be in their camp or with a responsible adult is 1/2 hour after the session ends each night.
6. Vendor spaces will be designated according to the date vendor application & payment is received.
7. Vendors will not set up until their space is assigned by Gathering Committee Vendor Contact.
8. The Gathering event is held rain or shine. No refunds will be given in case of inclement weather.
9. Vendor space fees will not be prorated under any circumstances.
10. We reserve the right to refuse vendors a booth space because of space and/or safety limitations.
11. All vendors are expected to offer items for sale that are appropriate and respectful; the Committee reserves the right to require the removal of any items considered unsuitable to our event i.e. toy guns, carnival toys, fireworks.
12. We provide 110 volts amp service for low wattage use. Vendors must supply their own lights, extension cords, tables, chairs etc. Generators which make little noise are acceptable. Vendors requiring electrical service greater than that provided should contact the Committee prior to arrival. We may not be able to accommodate higher service.
13. Vendors must show respect to customers, other vendors and committee representatives. Conflict WILL NOT be tolerated. The Committee reserves the right to expel any vendor violating this request without refund.
14. Emergency Medical Services are available on the grounds throughout the weekend. The First Aid building is located at the northeast corner of the grounds. It is manned 24-hours/day throughout our event. Law Enforcement personnel are also available throughout the event. Officers patrol the arena area, vendor areas and camping areas regularly 24 hours/day and can be summoned by any Committee representative, EMS personnel, or other worker on the grounds with a radio. If necessary, call the Tribal Police directly at 877-727-6743 to have an officer dispatched to your location. A strong cell phone signal is present within the park.

I have read and understand the above rules set forth by the PBPB Gathering Committee and I agree to abide by the above terms. The Vendor hereby agrees to indemnify, defend and hold harmless Prairie Band Potawatomi Nation, its employees, officers, agents, representatives and volunteers, in their official and individual capacities, from any and all liability, claim, loss, damage or expenses, including costs and attorneys' fees, that the Prairie Band Potawatomi Nation or its employees or volunteers incur as a result of any claims, actions, or lawsuits that arise out of, occur during, or are in any way connected with the Vendor's participation in this event. I certify that I am a duly authorized owner, partner, director, officer or representative of the applicant and that the statements made herein are true and correct to the best of my knowledge. I further agree on behalf of the applicant to be bound by and comply with all PBPB laws, and submit to the jurisdiction of the Prairie Band Potawatomi Nation.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_ Enrollment No.: \_\_\_\_\_

Brief list of items: \_\_\_\_\_

**NO BUSINESS OR PERSONAL CHECKS ACCEPTED / MONEY ORDERS OR CASHIER'S CHECKS ONLY!!!**

Potawatomi Craft Vendors	10' x 10' Craft	Food 110volt Elec.	Food 220volt Elec.
\$NO FEE_____	\$25.00_____	\$150.00_____	\$250.00_____

**Payment in full or a \$25.00 non-refundable deposit is required by July 1<sup>st</sup> to reserve a space.** Applications will be accepted after July 1<sup>st</sup> by fax or e-mail only, but space is NOT GUARANTEED without a deposit. Please do not mail payments after July 1<sup>st</sup>. **Payment in full required before setting up.**

Make Payments To: Prairie Band Potawatomi Nation, 16281 Q Road, Mayetta, KS 66509

Vendor Contact: Coleen Thomas (785) 393-6597 Fax: (785) 966-7656 Email: cthomas@pbpgaming.com

Date received: \_\_\_\_\_ Amt Received: \_\_\_\_\_ Amt Due: \_\_\_\_\_ Confirmation Letter/Receipt Sent: \_\_\_\_\_