



# The 52<sup>nd</sup> Annual Stanford Powwow

May 12-14, 2023

## VENDOR APPLICATION

Postmark Deadline: January 31, 2023

Notification of Acceptance: March 1, 2023

### Vendor Fees

Application Fee (required for application to be considered):	\$25.00
Single Space Arts & Crafts (10ft. wide x 15ft. deep):	\$450.00*
Double Space Arts & Crafts (20ft. wide x 15ft. deep):	\$850.00*
Single Space Food (10ft. wide x 15ft. deep):	\$900.00**
Double Space Food (20ft. wide x 15ft. deep):	\$1850.00**
Informational (10ft. wide x 15ft. deep):	\$100.00***

\*Arts & Crafts Booth Fee includes a mandatory electricity fee. Plug-in to main generator will be provided for Arts & Crafts Booths.

\*\*Food Booths must bring their OWN generator. Power will NOT be provided.

\*\*\*Information Booths do NOT have power.

### Vendor Permits

- Each vendor must send a current California Seller's Permit by **April 15, 2023**. For more information, contact the California State Board of Equalization at (800) 400-7115, or visit their website at [boe.ca.gov](http://boe.ca.gov).
- **Each food vendor is required to also have a current Santa Clara County health permit and provide a total of \$100 in meals over the course of the event to feed the Powwow Head Staff.** For more information on the health permit, contact Santa Clara County Department of Environmental Health at (408) 918-3400, or visit their website at [sccgov.org/portal/site/scc](http://sccgov.org/portal/site/scc).

### Application Materials

Completed Applications must have these documents and payments:

Vendor Type	Completed Application	Non-refundable App. Fee Check (\$25)	Booth Payment	CA Sellers Permit	Environmental Health Permit
Arts (single)	<input type="checkbox"/>	<input type="checkbox"/>	\$450	<input type="checkbox"/>	N/A
Arts (double)	<input type="checkbox"/>	<input type="checkbox"/>	\$850	<input type="checkbox"/>	N/A
Food (single)	<input type="checkbox"/>	<input type="checkbox"/>	\$900	<input type="checkbox"/>	<input type="checkbox"/>
Food (double)	<input type="checkbox"/>	<input type="checkbox"/>	\$1850	<input type="checkbox"/>	<input type="checkbox"/>
Info	<input type="checkbox"/>	<input type="checkbox"/>	\$100	N/A	N/A

**NOTICE:** Applicants are **required** to mail **two separate** checks (\$25 non-refundable Application Fee AND Booth Payment) in order to be considered. If an application is rejected, only the booth payment will be sent back to applicant. **If applicant has a current, valid California Seller's Permit**, please send a photocopy with application.

Incomplete and/or Late Applications (including all payments) will NOT be considered.

**All Booth Committee decisions are final!**



## Vendor Questions (continued)

3. If you would like to include any additional information about your booth that you think we should know, please share here:

Do you currently have an online shop/ website for your artwork? Yes  No   
If yes, please list your website URL/link:

Would your Arts & Crafts booth require electricity? Yes  No   
If yes, in what way would you use it?

## Vendor Instructions

Attach a description of the items to be sold/ displayed at your booth and a price list, if applicable.

- **Arts & Crafts Vendors:** Submit several close-up photos and a written description of the artwork that you intend to sell and a price list. **Photos MUST be included.**
- **Food Vendors:** A copy of your menu, including a description of the dishes you serve AND a price list is required.
- **Informational Booths:** Please describe the information or the service to be provided and send samples of any information you wish to distribute. Info Booths cannot sell anything.

## PLEASE ATTACH SEPARATELY

**Application Fee** (REQUIRED FOR APPLICATION TO BE CONSIDERED): **\$25.00**

**AND**

**Vendor Fee** (see page 1 for fees by booth type)

**NOTE: We will NOT be accepting money orders. Please attach two separate checks, one covering the application fee and one covering the vendor fee for your respective booth.**

**Please make checks payable to The Stanford Powwow.**

## Mail Completed Application to:

52<sup>nd</sup> Annual Stanford Powwow, Attn: Booth Committee  
P.O. Box 20090, Stanford, CA 94309

Or

Email: [powwowboothstanford@gmail.com](mailto:powwowboothstanford@gmail.com) with subject: 2023 Vendor Application - [YOUR NAME]

NOTE: Please be advised that applications will not be collected or signed for until January 9<sup>th</sup> when the holiday break ends. Please **DO NOT** request a signature confirmation upon delivery of application as the Booth Committee (all students) will be unable to sign for it. Instead, we will send an email confirmation that we have received your application upon collection after the 9<sup>th</sup>.

## Final Application Checklist

Completed applications must have all of the following sections filled out & all payments attached:

\_\_ **General Information.** All fields must be completed with your booth information.

\_\_ **Vendor Questions.** All questions are completed to the best of your ability.

\_\_ **Additional Materials**

*Arts & Crafts:* Attach photos of artwork with a price list

*Food:* Attach menu and price list

*Information:* Attach a detailed description of your organization and include simple handouts

\_\_ **Required Application Fee** (\$25 separate check)

\_\_ **Required Vendor Fee** (see page 1 for vendor fees by booth type)

## Acknowledgement

I have attached all required fees and materials and completed all fields of the application to the best of my ability.

I acknowledge that if selected, I have until the final deadline of April 1, 2023 to submit my required vendor fees and permits or my spot will be assigned to another vendor.

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

Booth Name: \_\_\_\_\_