

Wildhorse Resort & Casino

23rd Annual Pow Wow

June 30, July 1, July 2, 2017



WELCOME

Thank you for your interest in our annual Pow Wow. We are located just outside Pendleton, OR at the base of the Blue Mountains. It is the homeland of the Confederated Tribes of the Cayuse, Umatilla and Walla Walla Tribes. Pow Wow begins on Friday with Grand Entry at 7pm and continues on Saturday at 1pm and Sunday at 1pm. The Pow Wow concludes with an awards ceremony on Sunday. In the past this has taken place around 7pm.

We have **three thousand plus** visitors over the three days and our Pow Wow is free and open to the public.

Adjacent to Wildhorse Pow Wow you will find Arrowhead Travel Plaza which offers complete fuel services and a McDonald's restaurant. Across from Wildhorse is a Dairy Queen and Subway Restaurant. Access to Wildhorse Pow Wow is easy on/off at exit 216 from Interstate 84 east or west bound. Also, tribally owned Mission Market is just down the hill at the four corners.

VENDOR TERMS & CONDITIONS

NEW SUMMER 2017 VENDOR SET UP TAKES PLACE ON FRIDAY, JUNE 30, 2017

- Vendors may set up starting at 7am on 6/30/17 (previously set up took place on Thursday)
- Inspections start at 12pm. Vendors inspected as they are ready and completed no later than 3pm.
- Please remember all food vendors: all workers (all helpers) must have a food handlers certificate.
- Vendors must be in place no later than 12pm. Vendors will not be allowed to set up after this time.
- Please note there are new requirements for electricity, see application.

1. Application Due Date

Applications must be postmarked by June 20, 2017 to be considered.

2. This is not a contract

The Wildhorse Pow Wow reserves the right to select or decline any vendor based upon the application submitted, vendor history, appearance, food quality, product mix and other factors as determined by the Wildhorse Pow Wow Committee.

3. Vendor Location

Each vendor will be assigned a space by the Wildhorse Pow Wow committee. A location map will be provided upon check in. Wildhorse reserves the right to change any vendor's space at their discretion. Space is generally based on arrival time, but may also be based on grouping like vendors.

4. No Guarantee on Product Exclusivity

The Wildhorse Pow Wow does not guarantee product exclusivity. However we may limit the number of like vendors/products and allow for appropriate spacing. Wildhorse will try to balance the need for vendors to generate sales and the needs/wants of the general public.

5. Products Not Allowed

All food vendors are required to purchase all carbonated beverages, energy and water products through Pepsi Beverage Company, however, these items may be of any brand: coffee, tea, hot chocolate. Please check with vendor coordinator if you need clarification.

6. Check-in

This year, we ask approved vendors to pick up a number upon check in. Numbers will be handed out by our Security Team located under the big tent. This is to ensure fairness to all. Numbers may be picked up beginning at 6am. Walk-in vendors will have to wait until all pre-registered vendors have been assigned a space.

7. Set up and Tear Down

Vendors must be in place no later than 12noon on Friday, June 30. The vendor area is accessible for loading/unloading from 7am-12noon. The Wildhorse Security Team checks parking passes to vendor vehicles. Passes are not transferable. Tear down allowed no earlier than 5pm on Sunday. Vendors are not permitted to camp at their site. WRC Security staff at the vendor area 24hrs/day during the Pow Wow.

Wildhorse Resort & Casino

23rd Annual Pow Wow

June 30, July 1, July 2, 2017

VENDOR TERMS & CONDITIONS

8. Food Handlers Certification

All food vendors and all their employees must provide a copy of their Food Handlers Certification with the application. The certificate(s) must be displayed in full view during the hours of operation. Food Handlers certification may be obtained through the Oregon Department of Health Food Handlers Permit division at www.orfoodhandlers.com or 541-278-5432, 541-278-6394.

9. Inspection and Safety

All vendors will be inspected and vendors will be inspected on Friday and as needed throughout the weekend. Vendors may open for business once they have been inspected. If you are late to set up, you may not sell until an inspector is available.

Inspection will include:

- a. All Food Permits are current and on display
- b. Power supply usage
- c. Clean, sanitary and inviting space
- d. Fire extinguisher for food vendors

10. Appearance

It is mandatory for all vendors to maintain a clean and inviting space. This is especially true for food vendors. All vendors must take their garbage to the large dumpsters provided. Please do not use the public garbage cans.

11. Misc.

Ice available for purchase each day. Hours of availability are Friday 5-10pm; Saturday noon-10pm and Sunday noon-6pm (subject to change and availability). Ice can also be purchased at Arrowhead Travel Plaza and Mission Market as well as various outlets in the city of Pendleton.

Camping is available at the Wildhorse RV Park and in designated areas. Pets are formally allowed in the RV Park, they are discouraged from the Pow Wow grounds.

12. Restrictions

The Wildhorse Pow Wow committee reserves the right to restrict the selling of certain merchandise it deems inappropriate. Use of music and other sound equipment is restricted and evaluated on a case by case basis. No weapons or replicas.

13. CTUIR Tribal Members, Non-Profit groups

Members of the CTUIR are allowed a 50% discount on vending fees. Discount does not apply to electricity. Please note "CTUIR" on vendor application. Non profit groups may register for a 10'x10' space at no charge. Wildhorse Committee reserves the right to limit the number of Non-Profit booths.

VENDOR OPTIONS

1. Spaces and Fees - Arts/Crafts, Food

10'x10'-\$200

10'x20'-\$250

10'x30'-\$290

- Payment must be included with application. For payments made after June 20, 2017, please add \$50. No refunds are available. If you are not able to attend, fee will be applied to the following year's event. You must notify Pow Wow committee prior to June 30 if you will not be in attendance.
- Non-registered vendors may be accepted based on availability and are not guaranteed. Fees for walk-in vendors are the same as listed above. There are no prorated fees for one or two day sales.

- Food vendors may be grouped together. Acceptance based on the date application is received, products for sale and available space. Vendors may not change assigned space.
- Vendors must supply their own tables and chairs.
- Electricity is available for a charge.
- Circuits are 20 Amps/110V. Electricity is limited and therefore not guaranteed.
- Crowd sales are allowed and the fee is \$10. Permits must be obtained prior to selling and are available at the registration desk.

Please note: personal/portable generators are not allowed. No potable water available. Vendors must be self contained and no waste oil disposal.

Wildhorse Resort & Casino

23rd Annual Pow Wow
June 30, July 1, July 2, 2017

Space Number _____

Date Paid _____

VENDOR APPLICATION Reserve your space now. Space is limited. Email: events@wildhorseresort.com

Company Name _____

Contact Person _____ Phone () _____

Email _____

Address _____

City _____ State _____ Zip _____

Food Vendor Yes No Items for sale _____

Please Check All

Booth Size	Purchase Electricity	Total Due
<input type="checkbox"/> 10' x 10' \$200	<input type="checkbox"/> None <input type="checkbox"/> 3 \$100	Booth = \$ _____
<input type="checkbox"/> 10' x 20' \$250	<input type="checkbox"/> 1 \$40 <input type="checkbox"/> 4 \$130	Electricity = \$ _____
<input type="checkbox"/> 10' x 30' \$300	<input type="checkbox"/> 2 \$70 <i>(those with Freezers must purchase two circuits)</i>	Total = \$ _____

Fees

For entire weekend **payment due before June 30, 2017**

For payments received after June 20, 2017 please add \$50.

Electricity starts at \$40 - 20 amp (110volt) circuit (plug-in).

Electrical requirements outside of one 20 amp (110v) must be requested in advance at additional cost. Electricity availability is not guaranteed. Vendors with freezers must purchase two circuits.

Checks payable to: Wildhorse Resort & Casino attn. Pow Wow Vendor. Returned checks will be charged an additional \$25. The fee is required with submission of the application. Incomplete applications will not be processed.

- Please include:*
1. Completed application
 2. Signed check or money order
 3. **Copy of Vendor Food Handler's Permit** (if applicable) or individual permit for each worker is required.

Return to: Wildhorse Resort & Casino
Attn: Pow Wow
46510 Wildhorse Blvd., Pendleton, OR 97801
or
email application: events@wildhorseresort.com
fax application: 541-966-1737

Please note: **Vendors: No pets allowed, no exceptions. No camping at vendor space allowed.**
Vendor placement is at the discretion of Wildhorse. There are no reserved spots and will be assigned on a first come first served basis.

I agree to hold harmless Wildhorse Resort & Casino, its' sponsors and organizers of the Wildhorse Pow Wow for any lost, stolen or damaged property, or personal injury whatsoever (including weather related events) during this event. I agree to abide by the policies and rules governing the Wildhorse Pow Wow.

Signature _____ Date _____

Phone: 800-654-9453 ext. 1567

WILDHORSE
RESORT & CASINO