



**Reserve Your Booth Space Now!**  
Intertribal Indian Club of Tulsa 39th Annual Pow-Wow of Champions  
August 12,13,14 2016  
**Arts & Crafts Mart Vendor Information and Rules**

The 2016 IICOT Pow-Wow of Champions date is fast approaching. With more than 10,000 visitors during this three day event, we are certain you won't want to miss out on being a part of the Arts & Crafts Mart. Our Arts & Craft Mart vendors are an integral part of the Pow-Wow of Champions. IICOT is committed to working with our vendors by providing assistance as needed.

**We will be holding our event at the ORU Mabee Center in Tulsa. It will be indoors, in air conditioned comfort, IN TULSA!** There is a limited number of booth spaces available.

**We are allowing you to check in and set up on Thursday, August 11, 2016 starting at 5:00 PM until 9:00PM, and Resuming check in at 10:00 AM on Friday, August 12, 2016.** Please do not arrive prior to these times, we will not be ready for you until these times. You will need to park on the Westside, so it will be easier to 'dolly' your merchandise inside the building. Please be considerate of other vendors and the limited driveway space. There are no vehicles allowed inside the building. You may be able to park your storage trailers outside the building in a designated area if space allows and at your own risk. If you have any questions about booth space or have special requirements, etc., please contact Lynnetta Seward at 918-378-4494 or email: [iicot.powwow@gmail.com](mailto:iicot.powwow@gmail.com)

### **Booth Space**

Booths are 10 ft x 10 ft. Cost is \$175 for regular booths and \$195 for regular corner booths, and we will have Premium booths at \$205 and premium corner booth for \$225. **If you register your booth with payment prior to July 1st there will be a \$20 discount on registration fees.** We are also asking that along with the registration fee, each vendor donate a tax deductible item. The donation items will be gathered Saturday. **Only payment by money orders will be accepted after July 10, 2016.**

**Regular Booths are located on the Upper Level Concourse; we will be requiring all entrants to go up the escalator, this will help with the flow of people to your booths. The Premium Booths are located on the lower level where you will find the entrance of the building.**

**All booths must be paid for in advance and are reserved on a first come, first serve basis.** Space will not be held without payment. The few corner booths go quickly and are limited to one per vendor. Please check for corner availability before sending in payment. A confirmation letter or email will be sent to you along with set-up information. If you like email communication, be sure to include your address on the Reservation Form.

Each booth reservation includes two vendor admission bands good for the weekend. Additional bands will be available at the Vendor Check-in Table for \$10 each.

### **Optional Rental Items:**

- Electricity: \$20 per booth space (Provided by Mabee Center) we highly recommend that you purchase electricity to better show case your wares. The upper level becomes dim at night.
- Tables: \$15 each if paid for in advance  
\$20 each at set-up time
- Chairs: \$5 each -  
Chair rentals are only available in advance and will not be available at set-up.

## **Program Advertisements**

Purchasing an ad in the program is an excellent and inexpensive way to promote your business to new and returning customers. This year we are offering vendors a discount on all ad space. **Advertisements and their payments must be received by July 19th in order to be placed in the book.**

### **Ad Guidelines:**

- Camera-ready ads or business cards on white stock are preferred.
- No Newspaper copies of Ads, please.
- For Full, Half or Quarter Page ad use standard 8.5"X11" with .5" borders.
- .jpeg format preferred for digital submissions.
- Do not fold or bend.

## **Banner Advertisements**

This year we are offering the opportunity to purchase a 2 ft X 4 ft vinyl banner for a discounted price to vendors. This banner would be provided by IICOT and you may choose what you want it to say. The banner will be displayed all weekend by the entrance and various designated places. Call for Color options. **Advertisements and their payments must be received by July 19th.**

## **Security**

Security will patrol the ORU Campus 24 hours a day. Overnight the building will be locked.

## **Additional Vendor Rules**

- Merchandise for sale should be Indian oriented and must meet the Pow-Wow Committee's approval. All mediums of artwork and crafts, as well as Indian craft and regalia supplies, are welcome.
- Prohibited Items: water yo-yo balloons, "stress relief" (sand/flour filled) balloons, & face painting.
- No food items (samples, candy, gum, water, etc) can be given away or distributed at your booth.
- No pets or other animals are allowed in the building. (except for service dogs)
- Smoking is prohibited in the building. Smoking is permitted outside only.
- Alcoholic beverages are prohibited.
- Please keep your booth presentable and discard refuse in an appropriate container.
- IICOT is not responsible for any lost, stolen or damaged items.
- Nothing may be displayed in the aisle ways.
- Booth space will only be held until 2:00 P.M. Friday unless prior arrangements are made with Lynnetta. You may call her at 918 378 4494.
- No refunds.