

# Denver March Pow★Wow

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Denver, CO 80219

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September 28, 2018

RE: 45<sup>th</sup> Annual Denver March Pow★Wow  
March 22-24, 2019

Greetings from the Mile High City!

Thank you for your interest in our 45<sup>th</sup> Annual Denver March Powwow scheduled for March 22-24, 2019, at the Denver Coliseum. We have already given our returning vendors an opportunity to secure their space and have sold more than 75% of our booth spaces. **Please read this letter and the contract carefully** and return your booth fees immediately. An application/ contract dated September 28, 2018, is enclosed. The arcade refers to the room across from our Fry Bread Concession Stand on the lower level. Be sure to indicate whether or not you will need the tables and chairs included in the booth fees. Please submit photographs of the type of merchandise you will be selling or a letter describing your merchandise in detail. Do not direct us to a web site.

**You may submit your fees by Credit Card utilizing PayPal by clicking on the "DONATE" button on the home page of [www.denvermarchpowwow.org](http://www.denvermarchpowwow.org). On the Purpose line: type DMPW Vendor Fees.** More than 90 vendors paid their fees by PayPal last year without any difficulty. PayPal notifies DMPW by e-mail when a payment has been received. Or, you may call and give me your credit card information over the phone. Or, e-mail me and ask me to call you. **Please Note:** Processing of your payment is not "Official" acceptance of your application.

**Please be aware that we are not accepting new vendors selling fleeced merchandise and/or other items of South American origin. These types of goods are already largely represented at the Denver Powwow and we seek to provide equal opportunity for the sale of other types of goods as well.**

To reserve a space please fill out the application/contract, sign it, and return it. Our deadline is postmarked by December 31, 2018, but the earlier you submit your application and fees, the better your chances of being accepted. If you use PayPal write the amount paid and PayPal confirmation number on the Upper Right of the Application/Contract. Please know that we have **zero tolerance for discrimination in any form, verbal abuse of committee/ volunteers/Coliseum staff, or any other unprofessional behavior.**

If you are accepted, you will receive a copy of the signed application/contract with your confirmation. We look forward to celebrating our 45<sup>th</sup> Annual Denver March Pow Wow with you. Please feel free to contact me at the office 303.934.8045 or by e-mail if you have any questions. Please make note of new e-mail address below specifically for DMPW vendors. Respectfully,

*Grace*

Grace B. Gillette  
Executive Director



[www.denvermarchpowwow.org](http://www.denvermarchpowwow.org)

[dmpw-vendor@comcast.net](mailto:dmpw-vendor@comcast.net)

Name \_\_\_\_\_

Tribal Affiliation/Enrollment No. \_\_\_\_\_

Street/Box No. \_\_\_\_\_

(Area Code) Telephone No. \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Amount Paid and/or PayPal Conf. No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

This agreement is between the DENVER MARCH POW★WOW, INC. (Committee) and the person(s) named above, hereinafter to be known as the EXHIBITOR. The Exhibitor lease on booth space will be subject to the following specifications:

- \_\_\_\_\_  
(Initial) 1. The Exhibitor shall sell only authentic Indian hand-made arts and crafts/merchandise. Selling foreign-made merchandise is strictly prohibited. All questions will be directed to the Arts & Crafts Committee Chairperson.
- \_\_\_\_\_  
(Initial) 2. Sale of any carnival type merchandise (e.g., wooden flutes, face painting, whistles, bows & arrows, slingshots, etc.), feathers, or food items is prohibited. Conducting raffles and soliciting monetary donations is also prohibited. FAILURE TO COMPLY WILL BE GROUNDS FOR AGREEMENT CANCELLATION AND EXHIBITOR REMOVAL.
- \_\_\_\_\_  
(Initial) 3. Exhibitor will pay for booth space prior to the display or sale of any merchandise. Subletting or re-sale of booth space is not allowed. Merchandise may only be sold from the booth space.
- \_\_\_\_\_  
(Initial) 4. **Check-in Time: Thursday 9:00 a.m. to 2:30 p.m.** All booths should be set up by 3:30 p.m. Thursday. The Exhibitor Door will be open **Friday: 9:00 a.m. to 3 p.m.; and Saturday: 9:00 a.m. to 12 noon.** Vehicles are not allowed to drive into the building.
- \_\_\_\_\_  
(Initial) 5. The booth hours are: **Friday: 10:00 a.m. to 10:00 p.m.; Saturday: 10:00 a.m. to 10:00 p.m.; Sunday: 10:00 a.m. to 6:00 p.m.** Exhibitors will set up in the location assigned to them by the Committee at registration. Booths must be staffed at all times. Exhibitors must check out with the Arts & Crafts Committee Chairperson if leaving before 6:00 p.m. on Sunday.
- \_\_\_\_\_  
(Initial) 6. **The use of the Denver March Pow★Wow, Inc., logo or name is prohibited without the consent of the Committee prior to its use.**
- \_\_\_\_\_  
(Initial) 7. The highest personal conduct and integrity is expected of all Exhibitors in the vendor area and in the arena. The consumption of alcoholic beverages or use of drugs is strictly prohibited. **We have zero tolerance for discrimination in any form, verbal abuse of committee/volunteers/Coliseum staff, or any other unprofessional behavior.**
- \_\_\_\_\_  
(Initial) 8. The Committee and the Coliseum, with its management, is not responsible for any lost, stolen, or damaged merchandise, and will not assume any responsibility for personal injury incurred through negligence, carelessness, misconduct, or for any other reason.
- \_\_\_\_\_  
(Initial) 9. **Booth Fees must be paid in full by December 31, 2018.** No more than two booth spaces may be purchased. One 8' X 3' table and 2 chairs are included in the booth fees. Additional tables can be rented for \$20 per table. Table rental fees may be sent with booth payment. **No pop ups allowed upstairs or middle area.** Electricity may be purchased on site from Sturgeon Electric. The Exhibitor will pay for booth space as follows (indicate how many):
 

_____ 8' deep X 10' wide Space = \$600	_____ Additional Table(s) \$20 each
_____ Arcade = \$650 (lower level across from Fry Bread Stand)	Do you need Table included in Fees?
	Yes No
- \_\_\_\_\_  
(Initial) 10. Refunds will be assessed a \$200.00 service charge per booth. Refunds will not be made for cancellations made within ten days of the powwow check-in (before March 11, 2019). No shows will forfeit the booth fees. After check-in, lost or stolen vendor packets will be replaced at cost.
- \_\_\_\_\_  
(Initial) 11. ALL EXHIBITORS SHALL BE RESPONSIBLE FOR THEIR OWN TAX OBLIGATIONS.

Exhibitor Signature/Date \_\_\_\_\_

Committee \_\_\_\_\_

Amount of Donation: \$ \_\_\_\_\_

Dancers  Drums

**Mail application/contract with original signature to the Committee with payment.**

**A copy of the signed contract will be sent to you when fees are paid in full.**

===== COMMITTEE USE ONLY =====

Booth Fees Received: \_\_\_\_\_

Contributing Sponsor  Yes  No

Signed Contract Mailed: \_\_\_\_\_

Location Code: \_\_\_\_\_