



Istrouma High School

“Where Academics, Industry, and Technology meet to develop the 21st Century Workforce!”

Centennial PowWow VENDOR APPLICATION

Application Deadline: October 4, 2017 @ 5:00PM or until entries are filled.

*This event is hosted within an alcohol, drug, and smoking free zone.
All vendor applications are subject to approval.*

Please read, sign, and return the Vendor Rules & Regulations Agreement with your Vendor Application.

- Vendor must provide their own tables and chairs (limit 3 tables per 1 Space). All items must be kept within the allotted space. Angled, skewed or elongated set-ups will not be allowed.
- No electricity or water will be provided.
- Generators are allowed but not provided.
- Vendor may use canopies as long as it is kept within your vendor space, and does not interfere with another vendor's space. (We reserve the right to deny or limit canopy set-up in the instance that it affects the safety or well-being of the general public, other vendors, and/or event activities.)
- If you have a disability for which accommodation under the terms of ADA/504 are required, you must notify us seven days prior to event date; and provide information regarding accommodations. We will make every effort towards reasonable accommodations.

ENTRY INFORMATION

VENDOR TYPE/FEE (Per Stand): Arts/Crafts/Clothing/Jewelry \$100.00 Beverage \$100.00 Food \$100.00 Informational \$50.00

VENDOR STAND/ SPACE: 1 Space 10ft.front X 8 ft. \$100 2 Space 20ft.front X 8 ft. \$200 3 Space 30ft.front X 8 ft. \$300

Booth Name: _____

Description of items to be sold, and/or information to be disseminated: _____

Vendor Name: _____ Amount Submitted: \$ _____

Contact Person: _____ Telephone#: _____ Email: _____

Address: _____
City State Zip

I (we) have read, understand, and agree with the provisions of these rules and regulations. I understand that the information above is considered a summary, and that I should address any questions or concerns with Istrouma High School.

Vendor Representative's Name (PRINT) _____ Representative's Signature _____ Date _____

SUBMIT APPLICATION & MAKE CHECKS PAYABLE TO:

ISTROUMA HIGH SCHOOL

3730 Winbourne Ave ▲ Baton Rouge, LA 70805

Phone: 225-636-2686 ▲ Fax: 225-831-1201 ▲ <http://schools.ebrschools.org/istrouma/>

No Cancellations / No Refunds

Your support is needed in making our Centennial Anniversary a success!

Confirmation of Vendor Application (with designation of Approval or Disapproval), Fees, Rules, and Regulations Agreement, and assigned Vendor Stand/Space will be sent via email.

APPLICATION APPROVED

APPLICATION DISAPPROVED

Reason for Disapproval: _____

APPROVED/DISAPPROVED BY: _____ DATE: _____

Istrouma High School Centennial PowWow

VENDOR RULES & REGULATIONS AGREEMENT

We are pleased to have you as a part of our Centennial Pow Wow celebration.

The following rules and regulations will assist us in ensuring that everyone enjoys a safe event.

PLEASE READ, SIGN, AND RETURN THE RULES AND REGULATIONS AGREEMENT WITH YOUR APPLICATION

1. All vendors must check in, set up, and ready for business by 11:00AM; and check out by 5:00PM on the day of the event.
2. Vendors will be able to temporarily park at the entrance of the event to unload items. However, vendors must park in designated Vendor Parking Area. NO PARKING is allowed on the event grounds. Illegally parked vehicles will be towed at the owner's expense.
3. The contracted vendor must be present at all times. Vendors may not sublet their space.
4. Children under the age of 14 are not to be left unattended.
5. No dogs/cats or other animals will be allowed in any section of the event area, with the exception of service animals.
6. Absolutely NO alcohol, tobacco or drug paraphernalia will be sold or permitted on event grounds.
7. Only one vendor of each type will be allowed.
8. Space is available on a first come-first served basis. Space will not be reserved until application and fees have been received.
9. Information Vendors are not allowed to sell any arts, crafts, beverages, or food items.
10. Arts and Crafts vendors are not allowed to sell any beverages or food items.
11. Beverage Vendors are not allowed to sell any arts, crafts, or food items.
12. Food Vendors are not allowed to sell any arts, crafts, or beverage items; and are responsible for the proper disposal of cooking oil. No cooking oil shall be left on the premises or disposed of on event grounds.
13. No vendor will be allowed to hold drawings, lotteries, sweepstakes, or raffles.
14. Each vendor is individually responsible for the collection and payment of Louisiana Sales Tax.
15. All vendors shall keep their stands and surrounding area free of trash and debris at all times; and are solely responsible for cleaning their area and disposing of discarded products/materials prior to leaving the event grounds.
16. Any property damage or injuries caused by a vendor, his/her family or business associates shall be the liability of that vendor.
17. ***Istrouma High School*** and the ***East Baton Rouge Parish School Board/System*** will not be held responsible in case of injuries, damages, lost, or stolen merchandise/property.
18. Solicitation by any other person(s) is prohibited. Please notify an Event Coordinator us if you are approached to give money or gifts for any reason.
19. We reserve the right to control all sales and display of goods. This includes the right to refuse the sale and/or display of merchandise that is deemed inappropriate, dangerous, offensive, or unacceptable.
20. Refusal to abide by these demands will be considered breach of contract and will result in immediate closure of the vendors stand, discontinuation of sell of goods/services, and participation in event. The vendor shall be escorted off the event grounds forfeiting booth fees and space; and shall not be invited back to future events. NO EXCEPTIONS.

I, the undersigned, have read, understand, and agree to abide by the above rules and regulations as well as all federal, state, and local laws. If I am found to be in violation of this contract, I, the undersigned, understand that my stand will be subject to immediate closure. I also understand that I may be escorted from the event grounds, and will be not entitled to receive a refund.

Name (PRINT)

Signature

Date