



Wikwemikong Heritage Organization

May 8, 2018

Aanii Potential Vendor:

It's that time of year to begin marking your calendars for the upcoming Pow-Wow Season. We certainly hope that you will join us again this year during the Canadian Civic Holiday from August 4 - 6, 2018 on beautiful Manitoulin Island.

Enclosed are copies of the 2018 Corporation/Organizational Guidelines and the 2018 Registration Form.

We will require organizational vendors to submit their applications, along with certified cheque or money order payment, in full to secure a space at the Annual Cultural Festival. Booth space is assigned once full payment is received. As we have an invited vendors only policy, we are requesting that early registration take place to ensure approval of the form before the event.

On behalf of the Wikwemikong Heritage Organization, we look forward to welcoming you and wish you another successful year at our annual event. If you require further information or clarification, please feel free to contact our office at the number below. We hope to hear from you soon.

Chi Miigwetch,

Traders Booth Manager

Encl.



Wikwemikong Heritage Organization

2018 Corporation/Organization Guidelines

1. The Wikwemikong Heritage Organization has an INVITED VENDORS Only Policy.
2. Submission of approved and completed application form and full payment will guarantee your spot.
3. The Wikwemikong Heritage Organization will not allow the sale of raffle tickets, penny sales, break open tickets, or merchandise that represents the Wikwemikong Cultural Festival in any part or form, etc.
4. Please Note that there are **NO** electrical services available in the corporation/organization booth area.
5. Vendor set up will be Friday, August 3, 2018 from 5 p.m. – 12:00 a.m. and Saturday, August 4, 2018 from 8 a.m. – 10 a.m..
6. You **MUST** register with the Traders Booth Manager, prior to set up to avoid confusion. If you set up prior to registration, you may be directed to remove and relocate your booth to an alternate location.
7. There will be no sharing of booth space.
8. Vendors must be set up before 10 a.m. on each day and their vehicle must be vacated from the grounds before this time.
9. There will be an allocated parking area for all vendors.
10. Please note allocated booth size. If additional space is utilized and exceeds the registered space requirement, an additional rate will be charged.
11. It is your responsibility to supply your own booth equipment, i.e. – canopy, table and chairs as the Wikwemikong Heritage Organization is not able to provide these items to you.
12. All vendors must stay within their allocated space and must not move under any circumstances (weather conditions, etc.) unless otherwise directed by the Traders Booth Manager.
13. Your booth number must be displayed at all times. Maximum of 2 workers per Corporate/Organizational booth. Additional passes can be purchased at the regular admission price.
14. Vendors must wear vendor bracelets throughout the weekend. Full payment is required in order to vendors to receive bracelets and parking passes. **No Bracelet, No Entry** will be strictly enforced by security.
15. Your vehicle parking permit must be displayed at all times. Vendor parking will not interfere with the daily operation of the pow-wow or emergency personnel. Vehicles will be towed at your own expense.
16. Remember to respect the Wikwemikong Heritage Organization organizers, workers, volunteers, fellow crafts people, and visitors.
17. The Wikwemikong Cultural Festival provides security; however, the Wikwemikong Heritage Organization is not responsible for lost, theft, accidents, property damage or liability.
18. We ask that you respect these organizational/corporate guidelines and appreciate any helpful suggestions for improvement.



Wikwemikong Heritage Organization

19. As per BCM Below;

235 -2018 Gladys Wakegijig

C.J. Pitawanakwat

That Chief and Council support the band council motion where there will be no tolerance for any drug use at any of cultural events held in the Wiikwemkoong Unceded Territory.

cd.

There is a zero tolerance for alcohol or drugs. Any verbal or physical Abuse will not be tolerated and those violating these guidelines will be escorted out of the area by our local Wikwemikong Tribal Police Officers.

- 20. No dogs or other animals are allowed on the grounds and/or including booth spaces.
- 21. Adherence to the above is necessary. Those not abiding will be asked to leave and will not receive refund and/or may not be considered as a participating vendor for the next year.

I confirm that I am at least 18 years of age and that I have read and understand the rules and policies of the Vendor Guidelines and will abide by these and all subsequent requirements. I have authority to sign this document on behalf of my organization.

<i>Enter full legal name</i>	
<i>Signature (legally binding)</i>	
<i>Date</i>	



Wikwemikong Heritage Organization

58th ANNUAL CULTURAL FESTIVAL

WIKWEMIKONG UNCEDED INDIAN RESERVE

CORPORATION/ORGANIZATION REGISTRATION FORM

(Please print application fully and clearly so that we may maintain our organizational booth database)

CORPORATE/ORGANIZATIONAL INFORMATION:

CONTACT NAME:	
CORPORATE/ORGANIZATIONAL NAME:	
ADDRESS:	
PHONE #:	
E-MAIL ADDRESS:	

BOOTH DESCRIPTION:

DESCRIPTION OF ITEMS TO BE PROMOTED/DISTRIBUTED, ETC:

INDICATE SPACE REQUIRED:

- | | | | |
|----|--|--------|--------------------------|
| 1. | Corporations/Organizations Information Booth (10x10 space) | 750.00 | <input type="checkbox"/> |
|----|--|--------|--------------------------|

Note: Please note that there are no electrical services in the corporate/organizational booth area



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NAMES OF REGISTERED WORKERS (Maximum of 2 per booth. All other passes must be purchased at the regular admission rate)

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FOR RECORDING PURPOSES ONLY:

SITE #:	
BOOTH #:	

1.	All prices are in Canadian Currency
2.	No personal cheques will be accepted

Please send certified cheques or money orders payable to:

Wikwemikong Heritage Organization
2370 Wikwemikong Way
Wikwemikong, Ontario
POP 2J0
Tel: (705) 859-2385
Fax: (705) 859-2980