



Wikwemikong Heritage Organization

January 31, 2017

Aanii Anishnaabe 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 for the 57th Annual Cultural Festival which is held from August 5, 6, and 7, 2017 on beautiful Manitoulin Island.

Enclosed are copies of the 2017 Vendor Guidelines and the 2017 Vendor Registration Form. We will require craft vendors to submit their applications, along with certified cheque or money order payment, in full, by June 2, 2017. Booth space is assigned once full payment is received. As we have initiated the invited vendor only concept, we are requesting that early registration take place, otherwise your name will be taken off and we will go to the next person on the list.

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,

Marie Eshkibok/Trudeau
Traders Booth Manager

Encl.



Wikwemikong Heritage Organization

2017 Vendor Guidelines

1. The Wikwemikong Heritage Organization has an INVITED VENDORS Only Policy. All vendors must be of North American Native ancestry and provide a copy of official documentation to verify their band membership or tribal affiliation (certificate of status / picture) to complete their application. Vendor must bring documentation when setting up for verification and owner/operator must be present throughout the weekend.
2. Submission of completed application form and full payment, by deadline date of June 2, 2017 will guarantee your spot. This applies to ALL vendors.
3. Products may be inspected by the Traders Booth Manager to verify they are authentically made. Foreign products (i.e. items made in China, Electronic Equipment, Flea Market Items, toys harmful to children, etc.) are NOT ALLOWED to be sold.
4. 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.
5. Vendor set up will be Friday, August 4, 2017 from 10 a.m. – 12:00 a.m. and Saturday, August 5, 2017 from 8 a.m. – 11 a.m.
6. You MUST register with the Traders Booth Manager or designate 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. Please note allocated booth size. If additional space is utilized and exceeds the registered space requirement, an additional rate will be charged.
9. 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.
10. 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.
11. Your booth number must be displayed at all times. Maximum of 2 workers per Craft booth. Additional passes can be purchased at the regular admission price.
12. 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.
13. 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.
14. Remember to respect the Wikwemikong Heritage Organization organizers, workers, volunteers, fellow crafts people, and visitors.
15. Special consideration will be provided to Veterans who have registered a booth to be designated an area for convenience.



Wikwemikong Heritage Organization

16. The Wikwemikong Cultural Festival provides security; however, the Wikwemikong Heritage Organization is not responsible for loss, theft, accidents, property damage or liability.
17. We ask that you respect these vendor guidelines and appreciate any helpful suggestions for improvement.
18. 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.
19. No dogs or other animals are allowed on the grounds and/or including booth spaces.
20. Vendors must be set up before 10 a.m. on each day and their vehicle must be vacated from the grounds before this time.
21. There will be NO parking within the vendor booth area. Parking has been designated for Craft Vendors.
22. There is NO HYDRO service available in the craft booth area.
23. 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>Enter full legal name</i>	
<i>Signature (legally binding)</i>	
<i>Date</i>	



Wikwemikong Heritage Organization

57th ANNUAL CULTURAL FESTIVAL WIKWEMIKONG UNCEDED INDIAN RESERVE

CRAFT VENDOR REGISTRATION FORM

(Please print fully and clearly so that we can maintain our vendor database)

CRAFT VENDOR INFORMATION:

NAME:	
BUSINESS NAME:	
ADDRESS:	
PHONE #:	
E-MAIL ADDRESS:	
BAND REGISTRY #:	
<i>(You must provide a copy of official documentation to verify your band membership or tribal affiliation (certificate of status / picture) to complete this application. No verification will constitute this application Null and Void.</i>	

BOOTH DESCRIPTION:

DESCRIPTION OF ITEMS TO BE SOLD:				
INDICATE SPACE REQUIRED:				
1.	Small inventory booth	10 x 10 space	200.00	<input type="checkbox"/>
	Medium inventory Booth	10 x 15 space	300.00	<input type="checkbox"/>
	Large Inventory Booth Space	10 x 20 space	350.00	<input type="checkbox"/>

NOTE: Additional footage to vendors booth will be charged



Wikwemikong Heritage Organization

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

--	--

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
64-1 Beach Road
Wikwemikong, Ontario
POP 2J0
Tel: (705) 859-2385
Fax: (705) 859-2980

NOTE: Please be mindful of the June 2, 2017 deadline. If invited vendors do not register by this date, their name will be taken off the list and the next invited vendor will be contacted.