

April 1, 2015

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 for the 55<sup>th</sup> Wikwemikong Annual Cultural Festival held during the Canadian Civic Holiday from August 1, 2, & 3, 2015 on beautiful Manitoulin Island.

Enclosed are copies of the 2015 Vendor Guidelines and the 2015 Vendor Registration Form. We will require food and craft vendors to submit their applications, along with certified cheque or money order payment, in full, by June 27, 2015. Booth space is assigned once full payment is received. As we have the invited vendor only policy, 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,

Traders Booth Manager

*Encl.*

## 2014 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. The Wikwemikong Heritage Organization requires that food booths at the Annual Festival use **biodegradable** products (ie paper plates, bowls, plastic cups, paper cups, etc.) when serving to their customers. No food vendors will be accepted unless the above is adhered to. **Please Note: Do not mistake biodegradable and recyclable.**
3. For sanitary reasons, we request that all food vendors provide hand sanitizers for themselves and their customers (see #20).
4. Submission of completed application form and full payment, by deadline date of June 27, 2014 will guarantee your spot. This applies to ALL vendors.
5. The Wikwemikong Heritage Organization will also be providing dancers at this years events with food vouchers. We ask that food vendors honor our vouchers. Reimbursement for food vouchers will be done daily.
6. 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.
7. Vendor set up will be Friday, July 31, 2015 from 10 a.m. – 12:00 a.m. and Saturday, August 1, 2015 from 8 a.m. – 10 a.m..
8. 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.
9. There will be no sharing of booth space.
10. Please note allocated booth size. If additional space is utilized and exceeds the registered space requirement, an additional rate will be charged for additional footage at \$20.00 per foot.
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 4 workers per Food 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. There will be NO parking within the grounds for any vendors. Food Vendor vehicles have a designated parking area. 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. Vendors must be set up before 10 a.m. on each day and their vehicle must be vacated from the grounds before this time.
17. Remember to respect the Wikwemikong Heritage Organization organizers, workers, volunteers, fellow crafts people, and visitors.
18. The Wikwemikong Heritage Organization and the community of Wikwemikong require that all food vendors possess a “safe food handling” certificate.
19. No open fire is allowed at food booths. The use of propane must be operated in accordance to applicable law. Your booth must have at least one Fire Extinguisher to ensure safety.
20. All additional propane cylinders not connected to cooking appliances and all gas containers for operation of generators must be stored in alternate location away food booth.
21. All food vendor operators must be aware of safety procedures required for operation of propane appliances, ie: emergency shutdown procedures, proper connection procedures to insure no propane leaks are permitted, all cooking equipment not in use (ie: nighttime) must have propane cylinders disconnected from cooking appliances.
22. We request that one worker in the food booth area be specifically assigned to handle money. This is for sanitary reasons only.
23. All food vendors must submit the “Safe Food Handling” Certificate and a menu along with this registration form.
24. The Wikwemikong Cultural Festival provides security; however, the Wikwemikong Heritage Organization is not responsible for lost, theft, accidents, property damage or liability.
25. We ask that you respect these vendor guidelines and appreciate any helpful suggestions for improvement.
26. 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.
27. No dogs or other animals are allowed on the grounds and/or including booth spaces.
28. 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>	

# 55<sup>th</sup> ANNUAL CULTURAL FESTIVAL

## WIKWEMIKONG UNCEDED INDIAN RESERVE

### FOOD VENDOR REGISTRATION FORM

*(Please print clearly and complete in full for maintenance of our vendor database )*

**VENDOR INFORMATION:**

<b>NAME:</b>	
<b>BUSINESS NAME:</b>	
<b>ADDRESS:</b>	
<b>PHONE #:</b>	
<b>E-MAIL ADDRESS:</b>	
<b>BAND REGISTRY #:</b>	
<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:**

○ <b>Please include a copy of your “Safe Food Handling Certificate” with this application</b>	
<b>INCLUDE MENU TO BE SOLD:</b>	
<b>INDICATE SPACE REQUIRED:</b>	
1.	Food Vendors without hydro (10 x 10 space) <span style="float: right;">325.00 <input type="checkbox"/></span>
	Food vendors with hydro (10 x 10 space) <span style="float: right;">375.00 <input type="checkbox"/></span>
	Food vendors with hydro over 10 x 10 space (maximum 10 x 20 space) <span style="float: right;">475.00 <input type="checkbox"/></span>
<b>Note:</b> Food vendors will be required to use biodegradable products as per guidelines. No exceptions.	
<b>NOTE:</b> Additional footage to vendors booth will be charged at a rate of \$20 per foot	

**NAMES OF REGISTERED WORKERS: (maximum allowable of 4 passes per booth. All other passes must be purchased at the regular admission rate)**


***FOR RECORDING PURPOSES ONLY:***

<b>SITE #:</b>	
<b>BOOTH #:</b>	

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  
64-3 Beach Road  
Wikwemikong, Ontario  
POP 2J0  
Tel: (705) 859-2385  
Fax: (705) 859-2980

**NOTE: Please be mindful of the June 27, 2014 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.**