Dear Vendor:

The Montana State University-Billings, Inter-Tribal Indian Club invites you to participate in the 39th annual Inter-Tribal Indian Club Pow Wow scheduled for March 31st and April 1st, 2006 in Billings, Montana at MetraPark. The Inter-Tribal Indian Club is a registered student organization with Montana State University-Billings, and it is an honor and privilege to invite you to participate in this celebration with us.

Enclosed you will find the Vendor Application, Vendor Rules and Regulations, and Booth Information. The Pow Wow Committee must have a clear knowledge of what will be exhibited or sold at the booth, thus it will be important for all vendors to complete their application form(s). We appreciate your support and respectfully request that you please return the contract with payment as soon as possible as space is limited and based on a first-come, first served basis.

Vendors will be assigned booths on March 24th, 2006. Vendors may receive a discounted rate of $100 for one 10 x 10 space. Vendors that make a $150 cash donation to the pow wow will receive two 10’ x 10’ spaces for their contribution and a free ad space in our Official Pow Wow Program.

The deadline for submitting a completed application and payment of the booth fee is March 24th, 2006. The ITIC Pow Wow committee accepts cash, money orders and cashier checks. Once we have received your contract and payment, we will send you a confirmation packet that will include your load-in time, visitor accommodation information, maps and receipt for payment.

Please feel free to contact the ITIC Pow Wow President at (406) 259-0138 after 4:00 pm if you should have any questions or concerns about the application process. We are anticipating a spectacular event and hope to have you as a participant. We look forward to hearing from you and having you a part of our celebration.

Sincerely,

Big Wind Windy Boy
President, ITIC Pow Wow Committee
Big_Wind@bresnan.net

Enclosures
EXHIBIT INFORMATION

Sales: Space will be available to suppliers (individuals or companies) who sell supplies such as dance regalia, dance supplies, botanicals, retail items, books, cd’s, dvd’s, blankets, tapes and all other merchandise that pertain to Native American culture. Vendors that sell: Trinkets, Toys, and Electronic Devices not pertaining to Native American Culture will be charged a rate of $300.

Display: Space will also be available for the promotion of programs or products. The “Information Exchange” is designed for non-profit organizations and businesses (such as health services, banking institutions, tribal/federal/state agencies or programs, museums, historic sites and others) which provide services or work with American Indians and who are interested in distributing their brochures to potential members or clients.

Dates: March 31st, 2006 and April 1st, 2006

Location: MetraPark Expo Building, Billings, Montana

Exhibit Hours: Friday, March 31, 2006, from 9:00 am to 11:00 pm  
Saturday, April 1, 2006, from 9:00 am to 11:00 pm

* The evening pow wow activities and dance competition will conclude as late as midnight on Friday and Saturday, please ensure your booths are secure if you are closed for the evening.

Set-Up Time: Thursday, March 30, 2006, from 6:00 pm to 9:00 pm  
Friday, March 31, 2006, at 9:00 am

Services Provided: 1. Security  
2. Marked 10’ x 10’ section  
3. Exhibit Aids (Additional Charge for tables and chairs)

Bring your own tables and chairs. Tables and chairs may be rented from the MetraPark facility, but they must be reserved in advance and with an extra charge included.

Security: It is the responsibility of the vendor/exhibitor to maintain adequate coverage for their possessions and personal property in the booth. MSU-Billings, the ITIC Pow Wow Committee or MetraPark accepts no responsibility for loss, theft or damage of exhibitor’s property.

Availability: Vendor applications will be assigned their position(s) by receipt of application and money on a first come first served basis. This means the order in which we receive your applications will be the order in which you will be assigned a space at this year’s celebration. You must supply your own tables and chairs, but if you cannot, tables and chairs can be rented.

Payment/Cancellation We will accept payment before March 24th, 2006 by cashier’s check, cash or money order. Payments made at the pow wow will be charged $50 extra and must be made by cash only. There will be no partial payments accepted, only full payment amounts.

Full refunds will be given for confirmed cancellations received on or before March 23rd, 2006. After March 24th, 2006, no refunds will be given.

Mail Application to: Montana State University-Billings  
Inter-Tribal Indian Club  
Attention: Big Wind Windy Boy, President  
1500 University Drive  
Billings, Montana 59101
The MSU-B ITIC Pow Wow Committee reserves the right to prohibit the sale of any items it deems as inappropriate without refund of vendor deposit or their full application fee. The Pow-Wow committee reserves the right to locate exhibits and vendors. Late arrivals may lose their space to a standby vendor. Exhibit spaces shall not be sublet, traded or sold.

Vendors cannot display or sell any items that contain materials derived from animals, which are considered endangered or might otherwise be considered a violation of Federal or Montana state laws. No animals are allowed in exhibit booths, except for guide dogs.

Any vendor who misrepresents themselves or who does not abide by the terms and conditions of these guidelines will be removed from the Pow Wow and will not be eligible for a refund.

All vendors must conduct themselves in a manner that reflects the dignity of the event and in a manner that does not embarrass or reflect negatively on MSU-Billings or the Inter-Tribal Indian Club and its participants.

Registered vendors must man their exhibition booths during all official hours of operation. There will be limited security each evening and vendors must secure their items each night. The MSU-B ITIC Pow Wow Committee is not responsible for any loss due to theft, accident or act of nature for items left on site.

Use of alcoholic beverages, drugs and/or smoking by vendors/exhibitors is prohibited. Failure to follow these rules will result in removal from the pow wow without a refund. Smoking or burning of tobacco, sage, sweet grass and other botanicals is prohibited under MetraPark and City of Billings Ordinances.

Electricity is not available. Vendors are aware their location is indoors right next to the dance arena.

Each vendor is personally responsible and liable for any damage they may inflict on the premises, and liable for injuries sustained on their equipment or merchandise before it is sold. Montana State University-Billings, The Inter-Tribal Indian Club and MetraPark do not accept liability for vendor goods, equipment or injuries that may occur because of doing business.

Montana State University-Billings is in no way liable for any part of this agreement. If for any unforeseen reason Montana State University-Billings, The Inter-Tribal Indian Club and MetraPark must cancel this pow wow, neither of the parties involved in hosting this event is responsible for compensation of any kind for any reason.

Overnight security will be provided. Each night the building will be locked and secured. It is the vendor’s decision to leave their merchandise and products within the facility and do so at their own risk.

Parking close to the arena will be available for loading and unloading of exhibit equipment and supplies only. On-site parking will be available for trailers and trucks. We encourage our vendors to park their trailers as far south of the arena due to the limited amount of close parking for our staff and patrons.

There is no vendor parking available near the Expo Building, so please do not attempt to park in Pow Wow committee regulated areas and/or Head Staff parking spaces. You will be towed at your own expense.

Tobacco may only be sold for traditional use only. No food sales are allowed including candy, nuts or other consumables. Vendors will not be allowed to hold raffles or 50/50 drawings. No water pistols; No fireworks; No popping/exploding bags or Silly String. The sale of weapons, drug paraphernalia, knives, pipes, lighters and laser pointers are not permitted.

Do not operate equipment that annoys or interferes with other exhibitors or visitors. Canopies are allowed as long as it does not interfere with other vendor’s space or with the pow wow and it is kept within your assigned vendor space.

Children/minors are not to be left unattended. Do not hand out stick-ons, or place flyers on windshields. No video games will be allowed.

Advertisements or the sale/solicitation of vision quests, spiritual journeys, ceremonies, etc. will not be tolerated or permitted. Exhibitors are responsible for the cleanliness of their display area.

Rental Fees must be paid by March 24, 2006. For more information, please contact the MSU-Billings ITIC Pow Wow President at (406) 259-0138 after 4:00 pm to make arrangements for booth space.
2006 INTER-TRIBAL INDIAN CLUB VENDOR APPLICATION
1500 University Drive  McMullen Hall  Billings, Montana 59101

Name: ____________________________
Company / Organization: ____________________________
Address: ____________________________
City / State / Zip Code: ____________________________
Daytime Phone: ____________________________ Fax: ____________________________
Email: ____________________________

TYPE OF BOOTH
Each booth is 10’ x 10’ and includes (2) passes to the event. Please check the type of booth.

☐ Sales Booth ($100 Fee Per Booth)  ☐ Yes, I will need a 10’ x 10’ table ($20 charge)
☐ Information Booth ($60 Fee Per Booth)  ☐ Yes, I will need chairs ($20 charge for two)
☐ Expanded Booth ($150 Fee Per Booth)  ☐ Extra Booth Passes (2 Max at $5.00 each)

NAMES OF REPRESENTATIVES WORKING THE BOOTH:
1. ____________________________ (Please print name clearly)
2. ____________________________ (Please print name clearly)

BOOTH FEE: Your total booth fee MUST be included with your application.

☐ Cash Enclosed  ☐ Money Order Enclosed  ☐ Cashiers Check Enclosed
☐ Yes, I would like to place a free advertisement in this year’s Pow Wow Program at my booth rate of $150, my advertisement information and copy/print is enclosed.
☐ No, I would not like to place an advertisement in this year’s Pow Wow Program.

DEADLINE: March 10, 2005 for advertisement in the program.

The MSU-B ITIC Pow Wow committee does not accept personal and/or business checks because it has been our unfortunate experience in past years where vendors have written us checks and depending upon whether or not they make any money at our pow wow, will turn around and cancel the check with their bank on Monday morning. Therefore the necessity to make sure we receive all money in a guaranteed fashion is of paramount importance to ensure equality and fairness to all other vendors and to help us defray the cost of hosting this annual event.

In signing this application form, I do hereby agree to and do indemnify, hold harmless and defend Montana State University-Billings and the Inter-Tribal Indian Club from and against any and all liability, responsibility, loss, damage, cost or expenses of any kind whatsoever (including, but not limited to cost, interest and attorney’s fees) which MSU-Billings or the ITIC Pow Wow Committee may incur, suffer, required to pay or be required to pay, incident to or arising directly or indirectly from any intention or negligent act or omission by applicant.

Applicant further agrees that MSU-B and the ITIC Pow Wow Committee and their respective agents and employees shall not be responsible in any way for (i) damage, loss, destruction of any property of applicant or (ii) injury to applicant or its representatives, agents, employees, licenses or invitee.

I agree to the terms and conditions as set forth in the MSU-Billings Inter-Tribal Indian Club “Exhibit Rules and Regulations”.

By: ____________________________ Title: ____________________________
Signature: ____________________________ Date: ____________________________

MSU-BILLINGS ITIC Use Only:
ITIC Signature: ____________________________ Date: ____________________________
Payment of $: ____________________________ Received On: ____________________________ By: ____________________________
Cashers/Check: ____________________________ Cash: ____________________________ Money Order: ____________________________