



Shawnee County Allied Tribes, Inc.

P.O. Box 750284

Topeka, Kansas 66675-0284

UNITY STRENGTH DIGNITY PURPOSE

Concessionaires Letter & Registration Form

**Shawnee County Allied Tribes 27th Annual Traditional Pow Wow
Friday-Sunday, September 1st ,2nd & 3rd 2017
Lake Shawnee - Topeka, Kansas**

We have 20 foot outdoor frontage for each booth. We have limited electricity but do not charge for it. Please bring a generator if you have one; particularly if you are a food concession and are using 220 volt units to prepare food. **Please use outdoor, #10, extension cords, or heavier.**

We will furnish:

1. Electricity as available
2. 2 Pow Wow Buttons
3. 2 Concessionaire vehicle passes
4. Security
5. Emergency first aid

Fees:

Arts and Crafts: \$125.00 per 20 foot space for the entire weekend (no daily rate)
Foods: \$250.00 per 20 foot space for the entire weekend (no daily rate)

All fees are due by Tuesday August 25th, 2017. **Note: Full fees not received by Tuesday August 25th, 2017 will result in cancellation of your reservation.**

We do refunds if you are not able to come, but you must contact us.
Please make Money Orders (sorry, no checks) payable to: **SCAT Pow Wow**.

Also: We must have a current Certificate of Insurance on file for your concession. We accept concession booth insurance, rental or home owner insurance.

Check in and Checkout:

Check in time starts Thursday, September 1st, at 9:00 AM. Please do not park on the grounds before Thursday as we do not have the grounds rented before Thursday.

Check out is after 10:30 pm Sunday, September 4th. You may stay overnight and leave on Monday, September 5th. We must have the grounds cleared by 1:00 PM on Monday.

Policies:

1. **Not responsible for theft, vandalism, or your sales taxes.** You must follow all federal, state and local laws regarding retail sales tax. Currently sales tax for the Lake Shawnee area is .0895. According to the Kansas Department of Revenue, sales taxes must be remitted immediately after the event. Internet address www.ksrevenue.org/specialsaleevents.htm has answers to frequently asked questions.
2. **Arts and Crafts – please no overseas crafts or objects, only sell Native American Indian made items. Also no feather head bands or bonnets, ceremonial pipes, toy weapons, etc. Questions? Please ask us.**
3. You may park your camper, trailer, whatever and one car or truck behind your stand. If you have a second vehicle—it needs to be parked in the Tin Man parking area. If you have a longer RV (more than 20 feet), please let us know on the application so we can set you into a sufficient space.
4. Travel for booth vehicles is limited to the times that there is no grand entry or other dancing. This policy is for the safety of those attending.
5. You must keep your site clean and free of hazards and cleanup after the pow wow has ended Sunday evening about 10:30PM.
6. We reserve the right to ask you to put an offending item away or for you to leave the pow wow.

Special Offers:

1. We will have for you ad space in the Program Book at reduced rate, if you so desire: business card- \$15 (regular \$25.); quarter page- \$25. (regular \$50.); half page- \$50.00 (regular \$75.); full page \$100. (regular \$150.) Deadline for ads is August 15th 2017 - **Enclose a Business Card or text you want in your ad with your registration form.**

2. Membership for one year in Shawnee County Allied Tribes: \$10.00 for single or \$15.00 for entire family in your household.

Address for Deliveries to You at the Pow Wow:

Lake Shawnee – 3315 Tinman Circle – Topeka, Kansas 66605

You can reach us at: Alternate

Roy Patrick, Concession Chairman

Randy Rhoten

P.O.Box 50
St. George, Ks.66535
[785-456-5554](tel:785-456-5554)

E-mail: rrhotensr@yahoo.com
shawneecountyalliedtribes@gmail.com

Shawnee County Allied Tribes
P.O. Box 750284
Topeka, KS 66675-0284
E-mail:

**Shawnee County Allied Tribes Traditional Pow Wow
Friday-Sunday, September 1st, 2nd, & 3rd, 2017
Lake Shawnee**

Registration Form:

Yes, sign me/us up for _____ (number) booth spaces. Kansas sales tax number (if any):

We have an arts and crafts, food booth. (**circle appropriate one**)

If you have a food booth - What food are you selling?

If you have an arts and crafts booth, please list some of the items you will be selling (**Remember – no overseas crafts or objects**):

Name (enclose business card if you have one): _____

Booth Name: _____

Address: _____

Phone: _____

E-mail: _____

Fax: _____

Enclosed is \$ _____ for _____ (Number of Booth Spaces)

Arts & Crafts \$125/per booth space We have _____ foot RV (length)

Food \$250/per booth space Certificate of Insurance Enclosed.

YES, I would like to have an ad in the Program Book (please include text and/or business card)

Business Card size = \$15 Quarter Page size = \$25

Half Page size = \$50 Full Page size = \$100

Registration Form is due As Soon As Possible

Fees for booth(s) due Monday August 25th, 2017 -- Ads (and fees) in the Program Book are due by Friday August 15th, 2017.

To: Roy Patrick , Concession Chairman

P.O. Box 50

St. George, Ks. 66535 Make money orders (sorry no checks) payable to: **SCAT Pow Wow**