



# Shawnee County Allied Tribes, Inc.

P.O. Box 750284

Topeka, Kansas 66675-0284

## Concessionaires Letter & Registration Form

**Shawnee County Allied Tribes 26<sup>th</sup> Annual Traditional Pow Wow  
Friday-Sunday, September 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> 2016  
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 25<sup>th</sup>, 2016. **Note: Full fees not received by Tuesday August 25<sup>th</sup>, 2016 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/specialsalesevents.htm](http://www.ksrevenue.org/specialsalesevents.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 2016 - **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:**

Roy Patrick, Concession Chairman  
P.O.Box 50  
Saint George, Ks. 66535  
785-456-5554  
E-mail: [rpatrick0020@gmail.com](mailto:rpatrick0020@gmail.com)

**Alternate**

Randy Rhoten  
735 Lindenwood Ave  
Topeka, KS 66675-0284  
785-817-7048  
E-mail: [rrhotensr@yahoo.com](mailto:rrhotensr@yahoo.com)

**Shawnee County Allied Tribes Traditional Pow Wow**  
**Friday-Sunday, September 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup>, 2015**  
**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 25<sup>th</sup>, 2016 -- Ads (and fees) in the Program Book are due by Friday August 15<sup>th</sup>, 2016.**

**To: Roy Patrick**, Concession Chairman

P.O. Box 50

Saint George, Ks. 66535

Make money orders (sorry no checks) payable to: **SCAT Pow Wow**