VENDING POLICIES AND REGULATIONS
48th ANNUAL KYI-YO CELEBRATION
April 22nd and 23rd, 2016
Adams Center
University of Montana
Missoula, MT

-Keep these vendor regulations for your own records-

1. Payment
Cost covers all three sessions of pow-wow (Friday night, Saturday afternoon, and Saturday evening).

Prices
Postmarked by April 1st, 2016:

- $500.00 for Platinum Spot (one available, located at entrance)
- $400.00 for Premier Vendor Spot (these spots are for groups without pop ups)
- $300.00 for Arts & Crafts Vendors
- $150.00 for Non-profit Organizations
- $50.00 for UM Student Groups

Postmarked after April 1st, 2016:

- $500.00 for Platinum Spot
- $450.00 For Premier Vendor Spot
- $350.00 for Arts & Crafts Vendors
- $200.00 for Non-profit Organizations
- $50.00 For UM Student Groups

Vendors will be provided:
- 10 x 10 space (for regular spots)
- 20 x 8 space (for premier spots)
- 8-foot table
- pass and packet with all vendor information

2. Sale
Description of products on the application is for the benefit of all parties. The Kyi-Yo Native American Student Association reserves the right to limit the sale of products if found to be offensive or illegal to any persons or tribes. Food items are not permitted for sale. NO prank related devices can be sold; play bombs will not be allowed.

If an application is not accepted, the vendor will be notified immediately via phone, and will promptly have his/her payment returned. The Vendor Committee will inspect the vending area(s) during the pow-wow to make sure everything is in accordance and to answer any questions.

3. Conduct
Vendors must show respect to other vendors. Conflict WILL NOT be tolerated and will be addressed by the committee and/or security. The Kyi-Yo Native American Student Association reserves the right to expel any vendor that violates these rules stated in the contract. No refund will be given if this should occur.
4. Set-up and Take Down
Vendors must check in at the registration table located at the entrance before setting up (each vendor will be given 2 passes). The following are vendor times for set-up and take-down:

   - **Friday, April 22nd:** 11 a.m – 1 p.m. (parking is free after 5pm on Friday)
   - **Saturday, April 23rd:** 10 a.m.-12:30 a.m. (parking is free on Saturday)

Vendors will be given 30 minutes to unload and move off the sidewalk due to safety regulations.

Vendors are also asked not to drag any metal across the floor while unloading. Furthermore, our facility requires that there is tarp or some type of cover underneath vendor tables to prevent any further damage to the floor.

5. Security
Security is provided during the hours designated above, however, we encourage you to secure your items at all times. No security will be provided after hours. Therefore, it is solely the responsibility of the vendor to secure all items for sale after hours. The Kyi-Yo Native American Student Association is NOT responsible for any lost, stolen, or damaged property.

6. Space Allocation
All vendor applications that are accepted will be guaranteed a space. Vendors will be restricted to the space assigned to them. If all spaces have been allocated, applications will not be accepted and the vendor will be promptly notified and payment returned.

7. Arrival
Vendors must immediately report to the registration table upon arrival. If directions are needed before arrival, please contact the Kyi-Yo Vending Committee.

Please send a check or money order payable to Kyi-Yo, a completed application, and signed contract to:

The Kyi-Yo Native American Student Association
The Payne Family Native American Center, Room 211A
Attn: Brittany Herrmann, Vending Committee
Missoula, MT 59812

For more information, questions or concerns contact Brittany Herrmann (415) 408-8440 or brittany.herrmann@umconnect.umt.edu

Find us on Facebook! “Kyi-Yo Pow Wow”