



**The 18th Annual UIHS - Potawot
American Indian Arts & Crafts Fair
Saturday, December 1, 2018
Potawot Health Village Arcata, CA**

Name of Vendor _____
Business Name (If applicable) _____
Mailing Address _____
City, State and Zip _____
Cell/Phone Number _____
E-Mail Address _____
Tribal Affiliation _____

**TO RESERVE YOUR
VENDOR TABLE
SPACE, PLEASE FILL
OUT AND SIGN THIS
VENDOR
REGISTRATION
FORM AND SEND IT
ALONG WITH A
CHECK/MONEY
ORDER FOR \$40.00**

VENDOR AGREEMENT GUIDELINES

Please initial that you understand and will follow these guidelines:

- ___ Vendor table spaces are *LIMITED* and available on a *FIRST COME, FIRST SERVE* basis to all *AMERICAN INDIAN ARTISTS* and *CRAFTERS*.
- ___ Vendors are *LIMITED* to *ONE TABLE* approximate size 6 ½ by 5 feet. (Items being sold must fit on, under or behind vendor table and Items must not be in the walkway). Vendors may not set up additional tables. Vendors may set up rack-type items, but they must fit within the same space of ONE TABLE.
- ___ Each individual vendor is required to pay a **\$40** vendor table fee. This fee serves as your request to reserve a vendor table and is ***non-refundable**. (*Please contact us within 72 hours prior to this event if you are unable to participate as a vendor. We will take the necessary steps to refund your table fee. If you do not cancel within this timeframe the table fee remains non-refundable unless extenuating circumstances apply. A written explanation of the extenuating circumstances may be submitted to UIHS for consideration).

- ___ All completed and approved vendor registration forms will be sent a letter and receipt of payment either confirming a table or confirming that the vendor is on a waiting list.
- ___ UIHS is not responsible for any damaged or loss of goods that may occur during the merchandising of art and/or craft goods at this event.
- ___ Each vendor is responsible for their retail sales as an individual artist and is responsible for their own financial accounting. Vendor participation is voluntary and UIHS is not financially responsible for any loss or gain due to their participation as an independent vendor in this event.
- ___ This event is meant to support and encourage American Indian artists and crafters, and items for sale should be primarily items made with one's own hands and/or skills. Both contemporary and traditional arts and crafts are welcomed. Please list what you are selling _____.
- ___ NO FOOD OR DRINKS are allowed at the vendor tables. Refreshments will be available for sale in a designated area. Vendors are NOT allowed to sell food items that would be consumed on the premises.
- ___ UIHS reserves the right to make exceptions.
- ___ All questions should be directed to:
Andre Cramblit, Cultural Resource Specialist at (707) 825-4153.

Would you like to be added to the UIHS Community Health's Mailing List to learn about upcoming art, cultural and community events? Yes [] No []

Would you like us to share your information with other tribal/arts organizations who are hosting events for American Indian artists? Yes [] No []

By signing below, I acknowledge and agree to the Vendor Agreement Guidelines listed on this form and accept the responsibility of being an independent vendor participating in the 18th Annual UIHS American Indian Winter Arts & Craft Fair 2018 at Potawot Health Village, Arcata, California.

Print Name _____

Signature _____

Return this form with \$40.00
 check/money order to:
UIHS Winter Arts & Crafts Fair 2018
(PHV)
Potawot Health Village
1600 Weeot Way
Arcata, CA 95521