

Thank you for your recent inquiry about becoming an Arts and Crafts Exhibitor for the Austin Powwow and American Indian Heritage Festival. Exhibitor spaces are available by invitation only. To become an Exhibitor, you must submit a completed Waiting List Application. Please fill out the attached application and return it to us as soon as possible. As spaces become available, they are distributed to approved Waiting List applicants by the date the application was received.

Indian Arts and Crafts Act. All Exhibitors must comply with The Indian Arts and Crafts Act (the Act) of 1990. This act is a truth-in-marketing law that prohibits misrepresentation in the marketing of Indian art and craftwork within the United States. It is illegal to offer or display for sale, or sell, any art or craft product in a manner that **falsely** suggests it is Indian produced, an Indian product, or the product of a particular Indian tribe. More information may be found at <https://www.doi.gov/iacb/act>.

Photos Required. Please note that you must submit color photos of the goods you will be selling. A photo of a typical booth set-up is also appreciated. You may also submit a website link.

Space. Each exhibitor space is 10' by 10', and costs \$250, which includes electricity. Exhibitors are limited to a total of two spaces. **Please, send no money at this time.** If you are accepted as an Exhibitor, we will send you a formal invitation as soon as we know if space in the Market is available. Full payment will be due upon receipt of the invitation.

Policies and Procedures. Please review the Austin Powwow Native Market policies and procedures attached to the application. Compliance with our policies and procedures is a condition of participation in the Austin Powwow.

Sales Tax. The State of Texas requires that you collect applicable Texas sales tax on your sales. If you don't have a sales tax number for now, don't delay the return of the application. **But, you must have a valid Texas sales tax number before you will be allowed to set-up.** You may obtain a Texas sales tax number by contacting the Texas Comptroller's office at (800) 252-5555 or going to the Comptroller's web site at <https://comptroller.texas.gov/taxes/permit/> and follow the application instructions.

Questions?

Please call our office at (512) 371-0628, or send an email to: vendors@austinpowwow.net

Thank you again for your interest in the Austin Powwow

AUSTIN POWWOW Arts and Crafts Exhibitor Waiting List Application

Business Name: _____

Your Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Website: _____

What would you offer for sale in your booth? _____

The Indian Arts and Crafts Act (the Act) of 1990 is a truth-in-marketing law that prohibits misrepresentation in the marketing of Indian art and craftwork within the United States.

It is illegal to offer or display for sale, or sell, any art or craft product in a manner that **falsely** suggests it is Indian produced, an Indian product, or the product of a particular Indian tribe.

Are all products advertised as **Indian products** actually made by individuals who are enrolled members or certified artisans of a state or federally recognized tribe? YES NO

Are you an enrolled member of a state or federally recognized tribe? YES NO

If **YES**, please attach a copy of your CDIB or membership card or document.

Have you ever had a booth at the Austin Powwow in the past? YES NO

If **YES**, what year or years? _____

**Please attach color photographs of the types of goods to be sold in your booth.
You may also send a website link.**

Note: Applications without photographs or a website link will not be processed.

If you are accepted as an Exhibitor, we will send you a formal invitation as soon as we know if space in the Market is available. Payment is due upon receipt of the formal invitation so you should plan on having the funds available at that time.

Remember, if spaces become available, they are distributed to approved Waiting List applicants by the date the application was **received**. Please return your completed Waiting List application as soon as possible to improve your chances of being selected.

Please return this application to:

**Austin Powwow
3710 Cedar St. Box 19
Austin, TX 78705**

Email: vendors@austinpowwow.net

Questions? Call (512) 371-0628

Austin Powwow Exhibitor Policies and Procedures

1. **Invitation Only.** Exhibitor spaces are available by invitation only from the Great Promise for American Indians (GPAI) office. Uninvited Exhibitors who show up at the Powwow shall not be allowed to set up.
2. **Payment Deadline.** Payment is due in full by **August 31** to hold space. If full payment is not received on or before that date, GPAI reserves the right to assign the space to another Exhibitor. We regret that there can be no extension of time to pay. **No payments will be accepted during the weekend of the Austin Powwow.**
3. **Down Payment and Partial Payments.** Partial payments may be made until the August 30th deadline. Post-dated checks will not be cashed until the date on the check. Checks dated after the deadline will not be accepted.
4. **Personal or Business Checks.** If a payment by check is returned for insufficient funds, the applicant shall redeem the check and pay the entire amount due within ten (10) calendar days. Insufficient funds checks may be redeemed only with a money order, a bank cashier's check, or a credit card payment.
5. **Booth Spaces.** All spaces are 10' by 10' and include electricity. Exhibitors shall furnish their own canopy and display tables and chairs. The maximum number of spaces for a single Exhibitor is two (2).
6. **Booth Sharing.** An Exhibitor may share a booth with members of his or her immediate family but may not share with another independent exhibitor. All independent Exhibitors shall apply for a space under his or her own name by contacting the GPAI office about the waiting list procedures.
7. **Check-in.** Check-in will be from 9:00 am till 4:00 pm on Friday, the day before the Powwow and from 6:00 am till 8:00 am on the day of the Powwow. Exhibitors shall check in at the entrance area and pick up their Exhibitor packet before proceeding to their assigned space.
8. **Booth Numbers.** Booth numbers will be in the check-in packet that you will receive when you arrive. Display of the booth number(s) on the front of each space is a condition of participation in the Powwow.
9. **Closing and Tear Down.** All exhibitors shall cease sales by 9:00 pm. Exhibitors who continue to sell after closing time will not be invited back to the Austin Powwow. To ensure pedestrian safety, Exhibitors shall not bring vehicles into the market area until directed to do so by a Sheriff's deputy, or a Powwow volunteer.
10. **Refunds.** There are no weather-related or transportation-related refunds.

11. **Items for sale.** All items for sale shall be labeled clearly as to their origin and manufacture and shall comply with the provisions of the federal Indian Arts and Crafts Act. Exhibitors who intentionally misrepresent the origin of their goods will be asked to leave the powwow and shall be prohibited from participation in all future Austin Powwows.

12. **Referrals.** Any invited exhibitor may refer other Exhibitors to the GPAI office for consideration for this or any future powwow. Invited Exhibitors shall not pass on copies of the exhibitor application to other vendors. Please note that referral does not guarantee acceptance, since all referred potential exhibitors must follow the GPAI waiting list procedures. Information about the waiting list may be obtained by calling the GPAI office at 512-371-0628 or by emailing vendors@austinpowwow.net.

13. **Attendance.** An invited exhibitor who misses a Powwow due to circumstances beyond his or her control will be invited to participate in the next following Austin Powwow. Exhibitors who miss two years in a row shall reapply following the waiting list procedures.

14. **Gifts and Donations.** It is the policy of GPAI that no one associated with the Austin Powwow may accept gifts or gratuities from exhibitors or vendors. Exhibitors shall report any attempt to solicit a gift or donation to the Vendor Coordinator or to the GPAI office after the Powwow. All such reports shall be treated with confidentiality.

15. **Exhibitor and Vendor Lists.** It is the policy of GPAI that it shall not sell, give or otherwise convey your personal information to any other person or organization for any purpose.

16. **Sales Tax.** The State of Texas requires that all Exhibitors shall collect applicable sales tax and file the appropriate reports. A valid Texas sales tax number is required on the application. Exhibitors who do not have a sales tax number may obtain one by contacting the Texas Comptroller's office at (800) 252-5555 or going to the Comptroller's web site at <https://comptroller.texas.gov/taxes/permit/>, and follow the application instructions.

17. **Address Information.** Exhibitors who participated in the previous year's powwow and complied with all policies and procedures will receive an automatic invitation for the following year's Powwow. It shall be the responsibility of the applicant to ensure that GPAI always has his or her current mailing address or email.

18. **Failure to follow Policies and Procedures.** Your signature on the application constitutes the applicant's agreement to comply with these Policies and Procedures (P&Ps). Failure to follow these P&Ps may result in an Exhibitor being asked to leave the Powwow and/or having his or her name removed from the list of invited Exhibitors for future Austin Powwows. **Booth payments will not be refunded.**

If you have questions, please call the GPAI office at 512-371-0628, or email at vendors@austinpowwow.net.