


<b>POLICIES AND PROCEDURES</b>			
<b>Event Vendors</b>			
Policy # 0000	Department – Section	Page 1 of 2	BC Approval Signature & Date
Date of Origin:	Date of Revisions:		
Date Approved by BC:	Effective Date:		

**PURPOSE:** The purpose of this guideline is to establish the procedures for vendors attending functions on the Iowa Tribe of Oklahoma Pow Wow grounds.

**SCOPE:** This policy will govern the Iowa Tribe of Oklahoma Pow Wow grounds.

**A.) Policy**

1. Vendors who wish to attend any event on the Iowa Tribe of Oklahoma Pow Wow grounds will do so at the discretion of tribal leaders and will remit the fee set by the Iowa Tribe of Oklahoma for attendance. This fee will be prepaid in cash or by credit card and donations will not be accepted as payment.

**B.) Procedure**

1. The fees for vendors are as follows:
  - a. Food Vendor: \$300
    - i. By completing the food vendor registration, you are agreeing to the terms and conditions set forth by the Iowa Tribe of Oklahoma Tax Commission. Food vendors will be allowed a maximum of a 12X12 booth space with 110v or 220v electricity. Your generator is allowed and preferred.
  - b. Merchandise Vendor: \$200
    - i. By completing the arts and crafts vendor registration, you are agreeing to the terms and conditions set forth by the Iowa Tribe of Oklahoma Tax Commission. Arts & Crafts vendors will be allowed a maximum of a 12X12 booth space with 110v electricity. Your generator is allowed and preferred.
  - c. Informational Booth: Free
    - i. By completing the informational booth registration, you are agreeing to the terms and conditions set forth by the Iowa Tribe of Oklahoma Tax Commission. Informational booths are extremely limited and can have no more than two tables per booth. Booth will be allowed a maximum of a 12X12 space with 110v electricity. Your generator is allowed and preferred.
2. A separate receipt book will be maintained by the Iowa Tribe of Oklahoma Tax Commission for vendor payments. When cash/credit payment is received the Tribal Representative will take down the name, vendor name (if applicable), vendor type (food or merchandise), amount received and date. The Tribal Representative will then sign the receipt and have the vendor sign attesting to its accuracy.

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This System of policies and procedures shall govern all operations, current and future, within the Iowa Tribe of Oklahoma.

<b>POLICY AND PROCEDURE FORMAT</b>			
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Event Vendors– P&P Process			

3. When payment is received from a vendor the Iowa Tribe of Oklahoma will deposit this fee into the Iowa Tribe of Oklahoma Tax Commission Account. All documentation of the transaction(s) will be provided to Accounting within 7 days of payment being received.
4. Vendors will be assigned a location by the Oklahoma Tax Commission.
5. Food vendors will be located in the North West corner only.
6. Merchandise and Information vendors will be located in the North East and South side.
7. The event takes place at 335600 E0760 Tryon, OK 74875
8. Sales will take place until 8:00a CST on the day of the event.