



Shawnee County Allied Tribes, Inc.

P.O. Box 750284

Topeka, Kansas 66675-0284

UNITY STRENGTH DIGNITY PURPOSE

Concessionaires Letter & Registration Form

**Shawnee County Allied Tribes 22nd Annual Traditional Pow Wow
Friday-Sunday, August 31, September 1, 2, 2012
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. Some of our power poles can be as much as 150 feet from where you may be set up – plan accordingly.**

We will furnish:

1. Electricity as available
2. 2 Pow Wow Buttons
3. 2 Concessionaire vehicle passes
4. 5 meals at the Reynolds Lodge (Friday supper, Saturday-Sunday lunch and supper)
5. Security
6. Emergency first aid

Fees:

Arts and Crafts: \$200.00 per 20 foot space for the entire weekend (no daily rate)
Foods: \$325.00 per 20 foot space for the entire weekend (no daily rate)

All fees are due by Monday, July 30, 2012. **Note: Full fees not received by Monday, August 13, 2012, 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 Certificate of Insurance on file for your concession, either concession insurance, renters, or home owners insurance. If you sent one in 2004, 2005, 2006, 2007, 2008, 2009, 2010, or 2011 and it is still current, do not send another one. We accept concession booth insurance, rental or home owner insurance.

Check in and Checkout:

Check in time starts Thursday, August 30, 2012, 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 2nd. You may stay overnight and leave on Monday, September 3rd. 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 .0745. According to the Kansas Department of Revenue, sales taxes must be remitted immediately after the event. Internet address 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 July 30, 2008 - **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:

Michael Ballard, Concession Chairman
4327 SW 17th Terrace
Topeka, Kansas 66604
Phone: 785-272-5489
E-mail: cmballard@aol.com

Alternate

Roger Lewis, Pow Wow Chairman
Shawnee County Allied Tribes
P.O. Box 750284
Topeka, KS 66675-0284
E-mail: scat2525@yahoo.com

**Shawnee County Allied Tribes Traditional Pow Wow
Friday-Sunday, September 2, 3, 4, 2011
Lake Shawnee**

Registration Form:

Yes, sign me/us up for 1(number) booth spaces. Kansas sales tax number (if any): _____

We have an Arts and Crafts booth OR 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)

- | | |
|---|---|
| <input type="checkbox"/> Arts & Crafts \$200/per booth space | <input type="checkbox"/> We have _____ foot RV (length, including tongue) |
| <input type="checkbox"/> Food \$325/per booth space | <input type="checkbox"/> Certificate of Insurance Enclosed |
| | <input type="checkbox"/> 2004 – 2011 Certificate Still Current |
| <input type="checkbox"/> YES, I would like to have an ad in the Program Book (please include text and/or business card) | |
| <input type="checkbox"/> Business Card size = \$15 | <input type="checkbox"/> Quarter Page size = \$25 |
| <input type="checkbox"/> Half Page size = \$50 | <input type="checkbox"/> Full Page size = \$100 |

Registration Form is due As Soon As Possible

Fees for booth(s) due Monday, July 30, 2012 -- Ads (and fees) in the Program Book are due by Wednesday, August 1, 2012, to:

Michael Ballard, Concession Chairman
4327 SW 17th Terrace
Topeka, Kansas 66604
cmballard@aol.com

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