



# Newe Creations Holiday Expo December 19th & 20th, 2022

## VENDOR APPLICATION

Date Received

### VENDOR INFORMATION

Name/vendor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City / State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_ Enrollment#: \_\_\_\_\_

### INSTRUCTIONS

The Newe Creations (NC) requires participating vendors to follow the guidelines and policies stated herein:

- Mission Statement:** To promote the traditional arts and crafts of the Shoshone-Bannock people and to support the artisans who share the same initiative; and to provide an outlet for economic self-sufficiency under fair and equal practices.
- Tribal Business License:** All vendors must obtain a Tribal Business License from the Shoshone-Bannock Tax Department (208) 478-3789/(208) 478-3700. Tribal fees are independent of NC and must be obtained upon the day of the event.
- Product Restrictions:** Cannot not sell ammunition, guns, knives (exceptions include collectable boxed items and with prior approval), livestock, drugs or alcohol, and on-site cooking.
- Businesses:** We welcome independent company salesmen/women but do not adhere to the company's policy of having one representative at the event; friendly competition and comparison buying are encouraged at this event.
- Authentic Indian Arts & Crafts:** Items claiming to be authentic Native American arts & crafts must be in accordance with The Indian Arts and Crafts Act of 1990 (P.L. 101-644).
- Expo Fees and Provisions:** All fees are non-refundable on the day of the event. Please note, fees and rules are set by NC not by the Shoshone-Bannock Tribes or the Shoshone-Bannock Hotel & Event Center.

**Fee for two (2) day event:** \$65.00/ tribal rate \$60; wall space \$75/ tribal rate \$65; foyer \$75 flat rate one day per table. Show of Federal Tribal enrollment for discount.

**Provisions:** 6' table, two chairs, and a hotel tablecloth will be provided. Areas are reserved upon full payment and unclaimed areas will be forfeited- no refunds.

**Electrical Outlet:** \$10.00 dollars per vendor must provide your own extension cord, and electrical cords cannot lie across walkway without being taped down, areas will be checked for security.

**Setup and Parking:** Set up at 7:00 a.m., open to public at 10:00 a.m., closing at 7:00 p.m. on both December 19<sup>th</sup> & 20<sup>th</sup> (Monday and Tuesday).

**Hotel Restrictions:** Cannot sell hot food items or cooking or beverages within the Hotel premises; bakery goods are permitted but it must be packaged. A food handlers license is encouraged and may be required for Tribal Business License.

**Security:** Event room will be opened and closed by security and a member of the NC board only. Foyer vendors are welcome to place their products within the banquet room on Saturday.

7. : All vendors must wear masks and have hand sanitizers at their booths! Must encourage social distancing and safety.
8. **Hotel Information:** Shoshone-Bannock Hotel (Hotel) \* I-15 Exit 80 Fort Hall, ID \* (208) 238-4800 [reservations@shobanhotel.com](mailto:reservations@shobanhotel.com); negotiated room rate \$169.00 per day and Tribal rate \$129.00.
9. **Parking and loading:** Vendors may park on the east side of the Hotel but cannot block the loading dock located on the northeast side of the Hotel. Loading carts are available at the Hotel desk, please return after use.
10. **Setup and security:** Doors will be locked and opened by the request of the **NC board members only**; lobby vendors may secure their items within the event room after 7:00 p.m. on December 19<sup>th</sup> only! NC is not liable for unattended booths or items.
11. **No walking Vendors:** Walking vendors are prohibited; violators will be escorted out by Hotel Security.
12. **Event Layout:** Newe Creations makes every effort to separate competing vendors but cannot ensure separation as the event fills. We also reserve the right to place vendors in the appropriate area as needed.
13. **Charity & Community Promotions:** Newe Creations promotes community awareness and have set aside three tables for a one-day promotional setup, one table free of charge per program. Programs must provide a donation item at the beginning of the event.

**PRODUCT ITEMS & DESCRIPTION**

**Description of items and products (required):**

**PRICES/PAYMENT**

<b>Fee:</b>	Regular Rate	\$65.00	For two days, per table or table space.
	Tribal Rate	\$60.00	Tribal verification upon request.
	Wall Space	\$75.00	For two days, per table or table space.
	Tribal Rate	\$65.00	Tribal verification upon request.
	Foyer Space	\$75.00	Flat rate per table or table space (Monday only).
	Electrical	\$10.00	Please indicate purchase.

Circle your choices.

**fPayment:** Make Money Orders Payable to Leah Pandoah  
P.O. Box 2394  
Pocatello, ID 83206  
(208) 705-9499

Accepting payments by card.

**DISCLAIMER/SIGNED AGREEMENT**

Newe Creations (NC) is not responsible for damages, theft, or loss of vending products/equipment; NC reserves the right to refuse or remove applicant(s) that violates the rules & policies of the Hotel; NC reserves the right to place vendors in the appropriate stations despite order received; NC

is not required to comply with competitive company policies; vendors are responsible for their station and to maintain cleanliness; no raffles during this event without approval; vendors located in the foyer outside the event room must take down and secure their items on a daily basis and are permitted to store them within the event center each evening; **vendors are encouraged to decorate their booth to reflect the holiday**; and vendors will likely be pictured to help promote the event.

Due to Covid-19 safety measures, ALL VENDORS ARE ENCOURAGED TO WEAR MASKS AND HAVE A HAND SANATIZER AT THEIR STATIONS; help us to keep this a safe and friendly experience.

By signing and dating, you agree to the rules & policies set forth herein:

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Name of Vendor

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Date

Dear Vendors:

Thank you for your participation and welcome to our Holiday Expo. We are so happy to return and begin this joyful season with a happy reunion with our dear friends. We look forward to working with each of you again and to meet new people. As always please enjoy the amenities provided at the Hotel and Casino, as well as the conveniences provided at the Fort Hall Trading Post.

It's customary for us to ask for a small donation from each of our vendors to support our efforts in continuing this annual event, and to give attention to your business. We will be raffling your items during the event and announcing your generosity. We must receive your item at the start of the event.

Lastly, we encourage each of you to decorate your station for the holiday season, it may increase sales and a secret Santa award. Let's make this a great event by showing your holiday spirit!

Thank you and Merry Christmas,

Leah Pandoah and  
Tia-Nichelle Hardy