

## Earl Marriott Pow Wow Vendor table information

(All interested vendors please read the following message).

Earl Marriott Secondary is excited to host our annual Community Pow Wow. This message contains guidelines and information for interested vendors. These guidelines are in place to make the Pow Wow run smoothly and for the enjoyment of visitors, customers and guests as well as the vendors themselves. Please bear in mind that the EMS Community Pow Wow is a school event, run by teachers, students and volunteers. It is not a professional Pow Wow.

Please note of the following information:

- The EMS Community Pow Wow will be held **March 8, 9, 10** at Earl Marriott Secondary in South Surrey.
- Vendors will be allowed into the school at 3:30 pm Friday March 8<sup>th</sup> and not sooner.
- The school will be **accessible to vendors** during the following times only:

Friday March 8<sup>th</sup> at 3:30 pm

Saturday March 9<sup>th</sup> at 11:00 am

Sunday March 10<sup>th</sup> at 11:00 am

- The EMS Pow Wow Committee seeks vendors that are selling authentic Indigenous products, items and goods. The EMS Pow Wow Committee is not accepting vendor applications for non-Indigenous related products or any type of food.
- Vendor tables will be \$150.00 (total) for the three days. Vendors will be required to fill out a simple Microsoft form so that vendors can tell us a little bit about what they are selling. If you are unable to fill this form out for whatever reason, please e-mail Mr. Frank Ellestad (teacher) at [ellestad\\_f@surreyschools.ca](mailto:ellestad_f@surreyschools.ca) and responses will be as quick as possible. **\*\*Please DO NOT call the school about the vendor tables.**
- As part of the \$150.00 fee vendors will be provided an 8ft folding table and a reasonable space to operate their table. If a Pow Wow vendor purposely takes up or over space that infringes upon another vendor's space, the Pow Wow Committee will ask the vendor to leave the Pow Wow and will not be offered a refund. Should you require more space, please register for two tables. Ultimately, the Pow Wow committee wants all vendors to be successful, profitable, professional and collegial.
- Vendors are required to use the tables we provide (for space reasons / purposes).
- The EMS Pow Wow Committee will attach a 'rough map and legend' of the vendor zone. Vendors can request a spot on the Microsoft form. This map is meant to give an overview of the space and is not intended to represent a scale diagram of the facility. Vendors may request a specific "zone" on the Microsoft form that they will fill out. The EMS Pow Wow Committee will do its best to accommodate these requests, but no guarantees can be made.
- If you have a specific requirement, such as a location near a power outlet, please be sure to note this on the Microsoft form. We will be allocating tables based on current info. provided this year not any agreement or understanding from previous years. We will do our best to accommodate special requests and will let you know in advance if we are unable to do so.
- The EMS Pow Wow Committee will do all that it can to provide reliable internet service for point-of-sale devices. Internet connect has been spotty in recent years and we are working with District staff to improve this service but we cannot guarantee that we will be able to provide the bandwidth necessary to run point-of-sale devices.

- Once all vendor submissions are reviewed, the Pow Wow Committee will email vendors a confirmation of acceptance along with a secure link for on-line payment that must be paid by March 1, 2024. We will not be accepting cash payments on March 8<sup>th</sup> unless in exceptional circumstances. Please complete payment via the secure link.

\*\*The EMS Pow Wow Committee has approx. 39 – 40 vendor table spaces available. This is fewer than in previous years. Unlike other years, there will be no vendor tables in the main gym. The gym space is reserved for Pow Wow dancers, drummers and spectators only.

- The EMS Pow Wow committee will keep a backup list of interested vendors should a vendor be unavailable to attend.
- Vendors should not leave their tables unattended. The EMS Pow Wow Committee cannot be responsible for lost or stolen products.
- Vendors are required to clean up promptly once the Pow Wow has ended.
- Vendors are required to leave their vendor spaces by the following times:

Friday March 8<sup>th</sup> at 9:30 pm

Saturday March 9<sup>th</sup> at 9:30 pm

Sunday March 10<sup>th</sup> at 6:00 pm

Please feel free to share this information about the EMS / SFN Pow Wow and with other vendors. Please watch our Facebook Page for Pow Wow updates.

Happy New Year, the EMS Pow Wow Team!