



A good mind. A good heart. A strong fire.

# ONEIDA POW-WOW TEAM

P.O. Box 365  
ONEIDA, WI 54155  
PHONE: (920) 496-5311  
FAX: (920) 496-7491

March 2024

Dear Vendor:

Enclosed is a craft application for the 50th Annual Oneida Pow-wow, to be held on **June 28 – 30, 2024**.

- All craft vendors will be filled on a first come first serve basis.
- To secure a vendor spot, you must be **Paid in full.**
  - If there are no spots available, you may request to be put on the waiting list.
  - Vendor spots will be assigned after full payment is received.
- A vendor rule sheet is enclosed. Please keep for future reference as there have been updates.
- If you have a generator, please bring it along.

**Payment** can be made via mail, Licensing drop box located at the Skenandoah Complex, or over the phone with a credit card. Acceptable forms of payment are Check, Money Order, Oneida Retail Gift Card, or Debit/Credit card. (Visa, Mastercard, Discover)

For questions, please contact:

Tonya Webster  
(920) 496-5311 / (920) 362-5425  
[TWebster@oneidanation.org](mailto:TWebster@oneidanation.org)

Yaw^ko – Oneida Pow wow Event Team

**50<sup>TH</sup> ANNUAL ONEIDA POW-WOW**

CRAFT BOOTH/SPACE No. \_\_\_\_\_

**June 28 – June 30, 2024**

N7210 Seminary Rd Oneida, WI 54155

Tonya Webster - (920) 496-5311

[TWebster@Oneidanation.org](mailto:TWebster@Oneidanation.org)

<input type="checkbox"/> Craft Booth: <b>\$450</b> Electricity: <input type="checkbox"/> Yes <input type="checkbox"/> No
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**CRAFT VENDOR APPLICATION**

**CRAFT VENDORS MUST BE PAID IN FULL TO SECURE SPOT.  
BOOTH NUMBERS WILL BE ASSIGNED ONCE FULL PAYMENT IS RECEIVED.**

<b>Vendor/ Booth Name</b>		<b>Contact Person</b>
<b>Phone Number</b>		<b>Email address</b>
<b>Enrolled</b>	<b>Tribal Roll #</b>	<b>Item Type</b>
<input type="checkbox"/> Oneida <input type="checkbox"/> Other Tribe		<input type="checkbox"/> Hand-Crafted <input type="checkbox"/> Manufactured
<b>Address:</b>		

**Acceptable forms of Payment:**

**NO CASH** will be accepted.  
Check & Money Order  
Credit Card (Visa, Mastercard, or Discover)  
Oneida Retail Gift Card

**Must include copy of Tribal ID**

Make checks or money orders payable to:  
Oneida Pow-wow Event Team  
Attn: Tonya Webster  
PO Box 365, Oneida WI 54155

**Set up Times:** Any time on June 26<sup>th</sup>, 2024. 20 x 20 Vendor Spaces will be numbered & marked.

Due to zoning & safety requirements, vehicles are **not** permitted to park near vendor stands. Emergency lanes and egress must be clear at all times. Limited number of camping passes are available at \$10.00 each. This pass allows you to park in the camping area, **not** the event grounds.

The Oneida Nation, The Pow-wow Team (PWT) and affiliates will not and cannot be held responsible for any damages, loss or theft of merchandise or personal injury during this event.

**I have read and understand the rules of this agreement.** It is expressly understood and agreed by and between the parties that the PWT does not guarantee any sales due to inclement weather or loss of power.

**Vendor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Form of payment	CK/ CC #	Date	Received By	Total Paid

**Accounting Dept Information:**

4<sup>th</sup> of July Pow-wow Vendor/ Space Rental  
**000-4225052-005-400070-000 - ANOHY**



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## Rules are as follows for Craft Vendors

### Craft Application & Payment:

- **Complete Application includes:**
  1. Completed Vendor Application with Signature
  2. Copy of Tribal I.D.
  3. Full Payment
- **Spaces for craft vendors will be assigned on a first come first serve basis.**
- **Payment must be paid in full to secure space.** No Deposits of partial payments will guarantee spot. If full payment is not received, your space will be forfeited.
- **Only one booth will be allowed per family.**
  - (This rule may be waived if our vendor spots are not full)
- **Cancellations:** Must be made within seven (7) business days for a full refund.
  - Please allow three (3) weeks for refunds

### Vendor Space & Vehicles:

- **Craft Vendors - Space size for each vendor space is 20' x 20' (no exceptions)**
- **Set-up can begin two days before the pow-wow.**
- **10 & 12 gauge cords are required. No 14 or 16 gauge cords will be allowed.**
- **All vendor areas must be kept clean!** Safety ordinances of the Oneida Nation will be enforced. Vendors are required to clean their spot during the event and before vacating the spot. Vendors that do not clean their spot prior to vacating it, will be disqualified as a vendor for the next year's Annual Pow-wow. Notice of disqualification will be provided to such vendors.
- **Vehicles**
  - **Vehicles must be moved from vendor space by 5:00 PM on Friday.**
  - **There will be absolutely NO vehicles allowed on the pow-wow grounds.** This rule is going to be strictly enforced by the Oneida Pow-wow Team & Oneida Police Department.
    - **Emergency vehicles must be able to get through if needed.**
    - Vehicles may park in the camper area with the purchase of a camper pass which are \$10 per vehicle.
    - Towing will be enforced after 3 announcements by the Emcee.
  - On Sunday afternoon at the close of the pow-wow **No vehicles** will be allowed into the vendor areas until all spectators have left the pow-wow grounds.
- **No Personal Ice Machine will be allowed.** Pow-wow Team will be selling ice at the grounds.



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## **Additional Information, Rules, and Restrictions**

- **Only Native American wares** (no imports) The Tribe requires you to be in compliance with the Indian Arts and Crafts Act of 1990 (P.L. 101-644), which prohibits misrepresentation of marketing of Indian Arts and Crafts products within the United States.
  - This will be monitored daily.
  - If violated the booth will be shut down by the Pow-wow Team.
- The Pow-wow Team reserves the right to monitor what is being sold in each vendor booth.
- Vendors are not allowed to give permanent body piercing or tattoos on pow-wow grounds.
- Vendors may not sell: Alcohol, Cigarettes, or Vape related apparatus/products.
- All craft vendors will receive five weekend passes. If more are needed, they can be purchased at the Admissions Booth.
- **No pets allowed on grounds.**
- No person under eighteen will be allowed to camp without a parent or guardian present.
- 24-hour Security will be present starting on the first day of pow-wow.

**THE USE/POSSESSION OF DRUGS, ALCOHOL, FIRE-WORKS, OR FIREARMS WILL NOT BE TOLERATED. NO OPEN FIRES WILL BE ALLOWED ON THE POW-WOW GROUNDS INCLUDING THE CAMPING AREA.**

**All rules and processes which have been established by the Oneida Pow-wow Event Team will be strictly enforced and are for the safety and benefit of all who participate at the annual Oneida Pow-wow.**

**Vendors who violate these rules could be disqualified as a vendor for the next year's Annual Pow-wow. Notice of disqualification will be provided to such vendors.**

***Decisions of the Pow-wow Event Team are final.***

**You will be notified of acceptance and booth number. Please contact:**

<p><b>Tonya Webster</b> Office: (920) 496-5311 – Cell: (920) 362-5425 <a href="mailto:TWebster@oneidanation.org">TWebster@oneidanation.org</a></p>	<p><b>Leah Stroobants</b> Office: (920) 496-5647 – Cell: (920) 370-3961 <a href="mailto:LStrooba@oneidanation.org">LStrooba@oneidanation.org</a></p>
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## **LIFE SAFETY AND CODE REQUIREMENTS**

**ATTENTION:** The Oneida Nation - Building, Fire and Electrical Code Officials will be enforcing the following critical life safety and code requirements to comply with Oneida Nation Laws. All vendors shall read the following carefully and understand that as a vendor it is your responsibility to ensure compliance with the following.

**All vendors shall be inspected by the Oneida Code Officials prior to the start of the Oneida Pow Wow**

### **1. Temporary Structures (Tents and/or Canopies):**

- A. Food/Cooking tents shall include a tag certifying flame resistant; this includes any side curtains.
- B. Food/Cooking tents shall be a minimum of 10 feet between other structures.
- C. 10 feet Emergency Egress Area around all tents shall be kept clear, at all times.
- D. All Tents/Canopies stakes and anchoring lines shall be clearly marked or flagged as tripping hazards.
- E. All Tents/Canopies shall be adequately anchored to prevent uplift and/or wind-caused displacement.

### **2. Fire Safety:**

- F. Food Vendors shall have a **Class K** (kitchen-use) fire extinguisher, with a current annual inspection tag.
- G. The food vendor counter area shall have a second fire extinguisher. Minimum Requirement of **UL rated 5-pound ABC Dry Chemical** fire extinguisher.
- H. All fire extinguishers shall be easily accessible.

### **3. Electrical Cords:**

- I. Electrical cords shall be secured and anchored so they do not become a tripping hazard.
- J. **Generators:** 15kW or smaller portable generators shall have GFCI outlets.
- K. Power strips shall have GFCI protection and shall not be plugged into another power strip.
- L. Extension cords shall be a minimum of **12-gauge 3-wire Heavy Duty** or **10-gauge 3-wire Extra Heavy Duty** and shall be **UL listed for Outdoor and Wet location (W)**.
- M. All extension cords on premise shall not be modified, in any way, unless approved by *Electrical Inspector*.
- N. The following shall not be accepted:
  - a. **14-gauge 3-wire non-Heavy/Extra Duty** or smaller gauge (example: 16-gauge wire) extension cords.
  - b. Missing prongs on extension cord end.
  - c. Flat extension cords or two prong extension cords.
  - d. Indoor rated extension cords of any type.
  - e. Outdoor **non-wet location rated** extension cords.

### **4. Propane Tanks:**

- O. Propane tanks shall be secured with a chain (no bungee cords) restrained to a fixed object to prevent accidental falling or knocking over.
- P. Propane tanks shall be in an upright position and on a sturdy surface.
- Q. Propane tanks shall be stored in an area that is clear of electrical sources/equipment, flammable/combustible materials, and clear of any objects that can cause damage to the tank.
- R. Propane tanks shall not be stored in direct sunlight or where air temperatures can reach over 120° F.
- S. When propane tanks are not in use, gas supply piping valves and gas container valves shall be closed.

### **Oneida Nation Code Enforcement Department:**

Little Bear Development Center  
N7332 Water Circle Place  
Oneida, WI 54155

- **Troy D. Parr, AIA, Building Code Official**  
[tparr@oneidanation.org](mailto:tparr@oneidanation.org) phone: (920)869-4529
- **Tanya Hill, Senior Fire Inspector / Fire Marshal, Code Official**  
[thill8@oneidanation.org](mailto:thill8@oneidanation.org) phone: (920)869-4510
- **William Vanden Heuvel, Building Inspector, Code Official**  
[bvandenh@oneidanation.org](mailto:bvandenh@oneidanation.org) phone: (920)869-4536
- **Jill Brocker, Master Electrician /Electrical Inspector, Code Official**  
[jbrockel@oneidanation.org](mailto:jbrockel@oneidanation.org) phone: (920)869-4524