



CURVE LAKE FIRST NATION

2023 Annual Traditional Pow wow Permit and Vendor Registration

Contact Information

Permit/Space # _____

| | |
|-----------------|------------------------------|
| First Name: | Last Name: |
| Street Address: | City, Province, Postal Code: |
| Phone Number | Email: |

VENDOR INFORMATION*

| | |
|--|--|
| Vendor/Company/Title Name: | Pick One: ___ Food \$350.00 ___ Craft \$175 Info \$75 ___ ___ Premium \$225.00 (1,2,3,4,5,6) |
| Premium Space: Paid through Event Brite _____ | 2 Extra Bracelets (helpers) Name: _____ Name: _____ |

| |
|--|
| Craft Vendors must be a member of an affiliated Anishinaabe community. Please indicate which community: |
| Short Vendor Description (all crafts items must be First Nation authentic) no sale of weapons or prohibited items. |

X _____

Vendor Signature

Date

*Craft vendors sell crafts only, food booths sell food only, and information vendors are to have nothing for sale

Curve Lake First Nation reserves the right to refuse and/or limit vendor space. No pets allowed.

THERE WILL BE NO LATE VENDOR REGISTRATIONS AT THE POW WOW GROUNDS This is very hard to do when all spaces are occupied, please ensure to register if you come to the gate as a vendor you will be turned away. Miigwetch!

Vendor Guidelines

Vendors Responsibilities and Regulations:

1. The Curve Lake Pow Wow is not responsible for any lost or misplaced items or unattended booths. No pipes or sacred items to be sold. Food Vendors adhere to relevant food safety and sanitation regulations. This includes hand washing stations etc, You must sign the Food Handling Protocol document within these packages. Respect the Pow wow by ensuring your vendor space is kept clean and litter free. Please remove debris daily!
2. Vendor sites are "first-come, first-basis" except for those that pre-register and **pay in advance** by money order, certified cheque (email or fax a copy), or you can pay through the online system. **Please contact Mindy, Jack or Tracey if any problems arise** . A receipt will be provided for you at the Pow Wow.
3. **Your booth must be set up by Friday evening before 9:00pm or by 9:00am on Saturday. Registration and payment must be completed prior to set up. There will not be any changing of spots during this busy time. We are trying to keep traffic at a minimal for emergency purposes, no cars will be able to drive in or out of grounds after 12:00 pm till 6:00 pm.**
4. Bring your own tables, chairs and garbage and recycling bins. There will be large garbage bins in around the pow wow grounds.
5. There will be free admission to the Pow Wow plus two other attendants per booth for a total of Three. A number will be provided when registering online and will be given to you and for the number in your party. Must be shown at booth. Please give names of your companions when registering.
6. Please place a garbage bin near your own booth to ensure that customers have immediate access to dispose of any litter. A large bin will be available for discarding. **Vendors are responsible for the removal of all large items such as grease pails, cardboard boxes etc.**
7. Sorry, no hydro available. Generators are allowed of course in certain far areas of the ground. We need to be cognizant of noise by the arbor.
8. **There will be no reimbursements to any vendors due to low sales or rain.** The number of days you have signed up for is the requirement accepted. Again, if you wish to leave early you will not be reimbursed.
9. Please treat volunteers, guests, dancers and singers with respect! Please be advised that any failure to comply with these regulations may result in the vendor being asked to leave without being reimbursed.
10. When registration is complete online a number for the spot will be assigned.

I have read and understand the above Vendor Guidelines. By signing this document, I agree to the terms.

Signature: _____ Date: _____

- * Vendors are a big part of the success of our Pow Wow. The Curve Lake Pow Wow will work hard to make your participation a pleasant one. Good Luck and we wish you a profitable weekend!

CURVE LAKE FIRST NATION POW WOW 2023

VENDOR FAQS

How much does vendor registration cost?

Food Vendors: \$300.00

Craft Vendors: \$175.00

Information Booths: \$75.00

AM I ALLOWED TO BRING MY PETS?

No pets are allowed on the premises, except for service dogs. This is part of pow wow etiquette.

WHAT FORMS OF PAYMENT?

Please if registering early this can be done online at EventBrite on the Curve Lake website. We will not accept personal cheques, will accept certified money order, cash or credit card. Please contact Tracey at TraceyT@curvelake.ca or 705-657-2758

ARE THERE HOTELS AND CAMPS NEARBY?

Yes there is please see the area accommodations page for more information.

WILL THERE BE OVERNIGHT SECURITY AT THE POW WOW?

We do not provide security guards at night, but we do have our First Nation community police on notice to patrol the area.

If I have any lost or stolen articles is Curve Lake First Nation responsible?

No. Curve Lake First Nation is not responsible for any lost, damaged, or stolen goods. We do our best to prevent such issues but there are no guarantees. There is our First Nation police who does patrol the community.

What is the Vendor Booth Size?

Vendor booths are 10'X10' if you do require more spaces you may purchase an extra booth (space permitting) at an extra cost.

CAN I CAMP AT MY BOOTH?

Yes you can put your tent behind your booth if there is sufficient space to allow.

WHERE DO I DUMP MY GARBAGE, COOKING OIL ETC.?

Please DO NOT dump your garbage, cooking oil, or anything else on the pow wow grounds or anywhere else on the First Nation. There are garbage bins provided on the pow wow grounds. WE do not have disposal for cooking oil THAT is your responsibility! Please respect the environment.

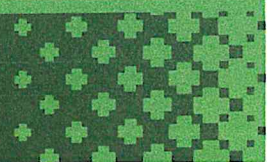
WHAT TIME COULD I START PUTTING UP MY BOOTH?

Your best times would be the day before the pow wow begins, and or the early morning day of pow wow before 9:00 am, however be aware that it does start to get busy with grand entry being at noon!

If you have any other questions they can be answered by one of the volunteers throughout the day, or at the registration booth.



FOOD HANDLING PROTOCOLS CHECKLIST



1. Keeping Cold Food Cold



- Use mechanical refrigeration or coolers with sufficient ice to maintain food at 4 degrees (40 F) or cooler
- Place thermometers in all cooling units
- Cool foods quickly by separating them into smaller portions or by using shallow containers when possible
- Determine a location that can best service your market.
- Assess how much capital you have available to invest and how much you need to raise.
- Who are your key partnerships?
- Discuss your plans with family members to ensure they are behind you.

2. Cooking



- Use precooked products where possible
- I use a probe thermometer to check that the following internal cooking temperatures are achieved:
- Whole poultry 82 degrees C (180 F)
- Poultry pieces/ground poultry 74 degrees C (165 F)
- Pork/pork products 71 degrees C (160 F)
- Ground meat other than poultry 71 degrees C (160 F)
- Fish 70 degrees C (158 F)
- Eggs 63 degrees C (145 F)
- Food mixtures 74 degrees C (165 F)
- Other hazardous foods 70 degrees C (158 F)

3. Keeping hot food hot and reheating



- I use ovens, stoves, BBQs, slow cookers, any other unit that can keep hazardous foods at 60 degree C (140 F)
- I only use blankets or insulated containers for holding for short periods of time
- I reheat foods to their original cooking temperature, except for whole poultry- reheat to 74 degree C (165F)
- Decide on a legal structure or business structure and incorporate: Corporation, LLC or Sole Proprietorship.
- Set up software platforms and CRM tracking system.
- Set up an accounting and record keeping system: hire an accountant, select an accounting system and a fiscal year.
- Acquire necessary insurance policies for your business: (liability, workers comp, malpractice, health insurance, etc)
- Open a business bank account and business credit card.
- Applications for loan
- Purchase of medical equipment and furniture
- Recruitment of staff and employees
- Begin networking with pre-marketing materials such as business cards, brochures, or public relations.

4. Hand washing & Personal Hygiene



- I ensure that the food preparation area has sinks with hot and cold running water or
 - If my booth is temporary, I will use a container with potable water (i.e. coffee urn, insulated thermos) and a valve that drains into a waste container
 - I have access to liquid soap, paper towels and a garbage can.
 - I only use hand sanitizer where hands will not become visibly soiled
- Not to be used when handling raw meats, cutting/chopping, etc.
I ensure that people do not work ill

5. Potable water supply



- I use a safe water supply for food preparation/processing, hand washing and dishwashing
- Prior to use, I clean and sanitize containers used for transporting potable water.
- If I intend to use water from private water system other than provided for this event, I will consult with CRFN
- Prepare a **Market Analysis** section that describes the total market and your target market, specific segment needs, competitive offerings available, and any trends that will affect the analysis.
- Describe an **Operating Plan** for the business, such as operating hours, number of employees, key vendors and any adjustments your business might need to adapt to.
- Create a **Marketing and Sales Plan** that includes a “Go To Market” or launch plan, pricing, how your business will generate leads, close new business and retain existing clientele.
- Build a **Financial Plan** that shows a break-even analysis, projected profit and loss, and projected cash flows.

6. Cross Contamination



- I cover food to protect it from flies, sneezing, dust etc
- I store food off of the ground a minimum of 6 inches unless it is in a suitable covered container with a lid higher than 6 inches from the ground
- I store raw and/or hazardous food * separately from cooked and ready-to-eat foods
- I store similar foods together
- I do not store meat with fruits/or vegetables
- I ensure that work surfaces and utensils can be cleaned and sanitized in a manner to prevent cross contamination of food contact surfaces as often as necessary
- I avoid direct hand contact with food when possible
 - I do not store chemicals and/or cleaning products in close proximity to foods and/or serving ware
 - I use paper towels or a clean cloth to wipe surfaces
 - To sanitize surfaces, I use sanitizer that's been pre-mixed in a labeled spray bottle (1/4 tsp. bleach per 2 cups of water)

7. Utensils and Dishwashing



- I ensure that there is access to dishwashing facilities, or I use single service utensils and stock multiple sets of multi-use utensils (tongs, scoops etc) to replace dirty or contaminated utensils when they cannot be cleaned and sanitized on the premises
- I transport food in covered, insulated containers or use blankets to keep food hot and food cold
- I use thermometers to monitor food temperatures
- I only use graded eggs, inspected meat and pasteurized milk and apple cider
- I never use food items or ingredients that are expired
- Potentially Hazardous Foods:
 - * Antipasto
 - * Cakes/pastries with whipped cream, cheese, or cream fillings
 - * Processed beans, including baked, refried and bean salad
 - * Herb and flavored oils
 - * Cabbage rolls
 - * Canned cured meats
 - * Low acid canned vegetables (eg. pH 4.6 beans, asparagus, beets, carrots, mushrooms, broccoli, peas)
 - * Canned products containing meat, vegetables, soups, sauces, cheese
 - * Chop suey
 - * Creamed corn
 - * Dairy products (e.g milk, cream cheese, yogurt)
 - * Foods containing eggs as ingredient (e.g. custards, salads)
 - * Fresh shell eggs, (washed, graded, whole, uncracked, and refrigerated)
 - * Pesto
 - * Fish and shellfish
 - * Garlic spreads, oils
 - * Guacamole
 - * Juice (fruit and vegetable)
 - * Tofu
 - * Perogies
 - * Fresh or processed meat, sausages
 - * Salsa and hummus
- Any other foods or foods with ingredient, capable of supporting growth of infectious and/or toxigenic microorganisms

8. Health and Safety



- If I am serving any of these foods or any other foods that I am aware are potentially hazardous, I will be particularly mindful of the risks to my customers

I fully understand all of the above items and undertake to comply with these protocols.

Owner (Print)

Signature

Date

Description of main food being served: _____

Office Use Only

Curve Lake Pow Wow
Curve Lake Cultural Centre
1024 Mississauga Street
Curve Lake, ON
K0L 1R0
705-657-2758

Dear Vendor:

RE: The 70th Annual Curve Lake Traditional Pow Wow

The Curve Lake Cultural Centre has provided the pre-registration package & payment on our website www.curvelakefirstnation.ca for the Curve Lake Traditional Pow Wow which will be held on **September 16 and 17, 2023 this year**. Once again, we are expecting a huge attendance at this year's Pow Wow.

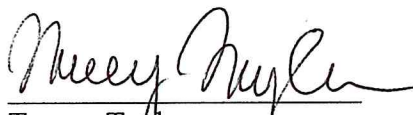
When registering online through Eventbrite there will be number assigned on a first come & first paid basis. If you feel that your booth is going to be larger or double the space given (10 ft x 10 ft), then you must pay double the price. For vendors who don't use the computer, you may also email a scan of your application, certified cheque/money order to TraceyT@curvelake.ca or ElizaBT@curvelake.ca or fax a copy to Fax Number: 705-657-3413.

The cost are:

Premium Craft Spots: \$225.00 (limit 6 spaces)
Information or other \$75.00 (limit of 10 spaces)
Craft Booth \$175.00 (limit of 55 spaces)
Food Booth \$300.00 (limit of 15 spaces)

The Curve Lake Annual Pow Wow really appreciates the vendors and your contribution to making our traditional celebration a success year after year. Our commitment to you is to work our hardest to ensure the Pow Wow is a positive experience for you. We look forward to seeing you at the Pow Wow in September.

Sincerely,


Tracey Taylor
Cultural Administrator


Eliza Brayden Taylor
Cultural Assistant