



**Vendor Contract Agreement**  
**Montana State University Billings**  
**Billings, MT**

The following are terms that the Vendor adheres to with the 56<sup>th</sup> MSU Billings Annual Powwow, Montana State University Billings, and/or sponsors of Montana State University Billings on April 10<sup>th</sup>-11<sup>th</sup> 2026.

**\*We reserve the right to decline any application if the materials being sold are deemed inappropriate.**

**1. Compensation**

- a. **Arts and Crafts Vendor:** In exchange for a non-refundable \$400.00 rental fee, a vendor will receive an 10 by 10 feet space for 2 days.
- b. For **Information Booths ONLY**. In exchange for a non-refundable \$350.00 rental fee, a vendor will receive an 10 by 10 feet space for 2 days.

**\*\*An additional fee of \$50.00 will be applied to a 50% application/payment fee postmarked or receive after Friday, March 20<sup>th</sup>, 2026.**

2. **Inappropriate toys such as projectile toys (sling shots, guns, catapults, or marshmallow guns), real-like weapons & fake tobacco products (such as cigars and cigarettes) WILL NOT BE ALLOWED ON THE PREMISES.**
3. **Photos:** If not completed already in the application, the Vendor must send photos (\_\_\_) (Check here if this is your chosen option)  

OR

send descriptions (\_\_\_) (Check here if this is your chosen option) of items to be sold to [powwow@msubillings.edu](mailto:powwow@msubillings.edu) as soon as possible with the **Subject Title: Vendor Photos and specify which vendor (include your name and contact number).**
4. Vendor will provide all other tables and chairs.
5. Security will be in service, but PLEASE take all money and valuables with you at night. MSUB will not be liable for theft, disappearance of, or damage to personal property, and any claim by first

and/or third parties for personal injuries suffered. Moreover, the vendors waive all claims against MSUB by participating in the vendor program.

6. If a vendor removes items from a booth during the contracted rental period, the renter does **not** forfeit the space for that period, unless notice is given to the MSUB.
7. **MSUB will not be responsible for weather, any physical disability, interruption of transportation, or any other causes beyond their control. Therefore, there will be NO refunds of rental fees.**
8. The vendor agrees to leave the premises in the same condition as received. The vendor is required to remove all trash, debris, and materials upon completion of the rental period.
9. **Vendors will not sell any food or refreshments during the rental period.**
10. Smoking is not allowed on the MSUB campus. Tobacco products are prohibited by vendors.  
[https://www.msubillings.edu/geninfo/tobacco-free\\_campus/pdf/MSU\\_Billings\\_tobacco-free\\_campus\\_policy.pdf](https://www.msubillings.edu/geninfo/tobacco-free_campus/pdf/MSU_Billings_tobacco-free_campus_policy.pdf)
11. Payments can be made online at  
[https://ecommerce.montana.edu/msu\\_billings\\_business\\_services\\_payments/](https://ecommerce.montana.edu/msu_billings_business_services_payments/)  
In the description make sure to put **Powwow**.



Vendor Name: \_\_\_\_\_

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

MSUB: \_\_\_\_\_ **Leslie Weldon, Vice Chancellor of Administration and Finance** \_\_\_\_\_

MSUB Signature: \_\_\_\_\_ Date: \_\_\_\_\_