

Society of American Indian
Government Employees

17706 N. Peoria, Skiatook, OK 74070



Honoring Our Ancestors
Through Government Service

www.saige.org

Society of American Indian Government Employees 15th Annual National Training Program
"Sovereignty, Trust and Resilience"
June 11-14, 2018
Oneida Radisson Hotel and Conference Center
Green Bay, WI 54313

March 22, 2018

Greetings Native Vendor;

SAIGE would like to invite American Indian and Alaska Native Artists and Vendors to participate in our 15th Annual National Training Program by offering space at the Radisson Hotel & Conference Center in Green Bay, WI, near our main conference ballroom. This area is available to considerable foot traffic. Vendor space is \$150 non-refundable fee in advance, plus a minimum of \$50 worth of your retail goods, selected by SAIGE on site. All donated items will be used for our Silent Auction, and the proceeds go to the Carol Jorgensen Environmental Stewardship Scholarship fund for Native college students. SAIGE is a 501-c-3 non-profit organization and observes the provisions of the Indian Arts and Crafts Act of 1990. (See <http://www.doi.gov/iacb/>)

Vendors will receive:

A 6-foot table and 2 chairs; Each registered vendor will receive two (2) name tags. Look for the registration table in the hotel lobby with the sign that says Exhibitors/Vendors. These name tags **DO NOT** provide entrance into training sessions, but do provide entrance into the Wednesday Career Fair (open to the public) and exhibit hall. You may receive complimentary continental breakfast and mid-morning and afternoon beverage/snacks each day, but not lunches or dinners. There are full-service restaurants in the hotel, and several food outlets near the casino area for your convenience. If you require electricity, please contact our SAIGE Exhibits Coordinator, Philip Hamel at 518-897-4155 or phil.hamel@saige.org well in advance. You will find a draft agenda on our website soon at www.saige.org so you may plan your days.

Set up and dismantling:

Vendors are requested to begin setup on 8:30 am on Monday, June 11, and plan to breakdown on Thursday, June 14, by 5 p.m. Vendor hours are 7:30 a.m. - 5 p.m. Tuesday through Thursday.

Liability:

SAIGE and the Radisson Hotel & Conference Center will not be held responsible for any vendor loss due to theft, fire, damage, accident, and natural disaster. When you complete your registration form, your signature will verify your understanding of this provision. We would appreciate your response before April 15, 2018, as space is limited and it is first come, first served. Please send your completed application form and payment by postal mail to SAIGE c/o SAIGE Treasurer Susan Morris, 17706 N. Peoria, Skiatook, OK 74070. Susan Morris's email: smorris@saige.org

If you prefer to pay online you may email your completed application form to Philip Hamel, at phil.hamel@saige.org with the subject line: "Vendor Application" and he will *provide you with necessary information to pay by credit or debit card* through our online registration site. To complete your Exhibit registration, call Philip Hamel at 518-897-4155 to confirm. ***This is the only way to verify your space.*** Also, please retain a copy of this letter and your completed application form for your files.

Thank you for your interest, and we look forward to a successful and enjoyable event.

Sincerely,

Fredericka J. Joseph
Chair, Board of Directors
Society of American Indian Government Employees
www.saige.org