



Event date: May 16, 2009  
Boulder County Fairgrounds

## Mutt Main Street Vendor Policies and Procedures

Longmont Humane Society reviews all applications for vendor participation. The purpose is to ensure that all items and services complement the mission of the shelter and are not in direct competition with event sponsors.

1. The fee for the booth space varies, depending on whether you are renting a canopy or bringing your own. Check the application form for the fee that applies to you. Return your application and check by March 16th to Longmont Humane Society, Furry Friends Festival Vendor, 9595 Nelson Rd., Longmont, CO 80501.
2. Vendors will be selected on a first-come, first-serve basis in case of direct duplication. This does not include sponsors. Sponsors booths are in addition to other Mutt Main Street vendor booths.
3. You can have a 10 x 10 ft. canopy or company vehicle at your location. All vehicles must approved by Longmont Humane Society prior to the event. You may either request a canopy from us (see application) or provide your own. Please note that your space in the vendor area may not be level. You will need to provide your own tables and chairs. Other specific needs of vendors can be discussed with event coordinator, Julie Kunkel.
4. Electricity is not available in the festival area.
5. **Booth setup begins at 7:00 AM, Saturday May 16th. Your booth must be set up and open by 8:30 AM and stay open until 1:00 PM.** We ask that you do not close or dismantle your booth prior to 1:00 PM.
6. **Vendor check in begins at 7:00 AM on May 16th.** Check in first at the west side of the large dirt parking lot on the south side of the Boulder County Fairgrounds, see attached map. You will be directed to the entrance of picnic shelter park and festival area. An LHS volunteer will greet you at the entrance to the festival area to direct you to your booth location.
7. You may drive to your booth space to unload supplies but you will need to then move and park your vehicle in the parking lot and come back to set up your space. All unauthorized vehicles must be out of the festival area by 8:00 AM. Any vendors arriving after 8:00 AM will need to carry their supplies into the festival area on foot.
8. You are responsible for removing your own trash.
9. Please don't leave your booth to sell items or distribute materials. In turn, we promise to prevent non-registered vendors from selling or distributing their materials.
10. You may have dogs at your booth but please respect the same guidelines that apply to event patrons. All dogs **must be** on a 6' leash at all times and spayed or neutered. Please clean up after your dog as well.
11. You are responsible for collecting and submitting sales tax to appropriate county and state agencies.
12. You are requested to provide only those services or products described on your application form.
13. By participating in this event you agree to have your photo image taken and possibly used in future marketing for this event and for Longmont Humane Society.

Your signature on the application form signifies that you understand all the rules outlined herein and agree that these rules represent a contract with Longmont Humane Society for participation in the Furry Friends Festival.

Questions, please contact: Julie Kunkel, Event Coordinator, [julie@longmonthumane.org](mailto:julie@longmonthumane.org) or 303.772.1232 x235



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## Mutt Main Street Vendor Application

Application Deadline: March 16, 2009

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

1. Description of products or services

2. Description of any items to be given away:

3. Fees. Vendors may have a 10 x 10 canopy or approved vehicle. Please indicate:

\_\_\_\_\_ I want a canopy from the Furry Friends Festival Committee (\$250 fee; \$125 booth fee plus canopy rental fee).

\_\_\_\_\_ I will provide my own canopy (\$125 booth fee)

\_\_\_\_\_ I request to use my business vehicle as my booth display (\$125 fee).

Description and size of vehicle:

\_\_\_\_\_ Sustaining, Supporting or Presenting Sponsor booth (booth fee included in sponsorship)

\_\_\_\_\_ Non-Profit Organization or Event Demonstration (Fee Waived)

\_\_\_\_\_ Goodie Bag insert (\$75 fee or included with top three sponsorship levels)

Release and waiver: I hereby hold harmless and indemnify Longmont Humane Society, Furry Friends Festival and Ella's Walk organizers, volunteers, sponsors, employees, as well as Boulder County Fairgrounds for any action relating to the Furry Friends Festival, including theft, damage or injury. I agree to pay reasonable attorney fees and costs incurred by Furry Friends Festival organizers or Longmont Humane Society as a result of actions by me that are covered by this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Make checks payable to Longmont Humane Society or LHS

For credit card payments, please provide: Credit Card# \_\_\_\_\_

Expiration Date: \_\_\_\_\_ and circle one: VISA or MasterCard

Please mail to: Longmont Humane Society, Furry Friends Festival, 9595 Nelson Rd., Longmont, CO 80501  
or Fax to: 303.772.2219 Attn: Julie Kunkel

# Furry Friends Festival May 16, 2009 Longmont Humane Society

