

Paws in the Park Vendor/Exhibitor Application

Registration

Business Name: _____

Contact Name: _____

Contact Phone Number: _____

Mailing Address _____

Email Address: _____

Description of products or services:

Description of items to be given away, if applicable:

Vendor Fees:

- \$75 10x10 vendor booth or approved vehicle fee
- \$25 10x10 Non-profit Organization or Rescue Group

Payment Information:

I wish to pay using: Mastercard Visa Discover Check

_____ Expiration Date: _____ CVV Code _____

Signature _____

Please remit checks to the Longmont Humane Society, 9595 Nelson Rd, Longmont, CO 80501 Attn: Claire McCormick. Thank you for your support!

Booth Details:

Please initial:

____ I am responsible for providing tables, chairs, tents, etc. for my reserved space.

____ I must be set up for the event no later than 9:30 a.m. on October 7th, 2017

____ I am aware that all non-approved vehicles must be removed from the festival area no later than 9:15 a.m.

____ I am committed to having my booth open for the duration of the event 9:30 a.m.-12:00 p.m.

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

By signing this agreement with Longmont Humane Society, I agree to all the conditions and assigned fees listed above.

Signature: _____ Date: _____

Return Application to:

Mail: 9595 Nelson Rd., Longmont, 80501
Fax: 303-772-2219

Email: claire@longmonthumane.org
Phone: 303-772-1272 x 286

Vendor Policies & Guidelines

Longmont Humane Society reviews all applications for vendor participation to ensure that all items and services complement the mission of the shelter.

- Vendors will be selected on a first-come, first serve basis.
- You may have a 10 x 10 ft. canopy or company vehicle at your location. All vehicles must be pre-approved. You will need to provide your own table, chairs and canopy. Please note, your space in the vendor area might not be level. All tents must be staked or weighted.
- Electricity is not available in the festival area.
- Vendor check-in and booth setup begins at 8:30 a.m., Saturday, October 7th. Your booth must be set up by 9:30 a.m. and stay open until 12:00 p.m. We ask that you don't dismantle your booth prior to 12:00 PM.
- Check in at the north side of the Boulder County Picnic Shelter area, located on the south side of the Boulder County Fairgrounds. An LHS volunteer will be there to greet you and direct you to your booth location.
- You may drive to your booth location to unload but you must move your vehicle by 9:15 a.m. Any vendors arriving after 9:15 a.m. will need to carry their supplies into the festival area on foot. If you move your car after 8:45 a.m. please be aware that many race participants and pedestrians will be in the area.
- You are responsible for removing your own trash.
- Please don't leave your booth to sell items or distribute materials.
- You may have dogs at your booth. All dogs must be on a 6' leash at all times and spayed or neutered. Please clean up after your dog.
- You are responsible for collecting and submitting sales tax to appropriate county and state agencies.
- By participating in this event, you agree to have your photo taken and possibly used in future marketing for this event and for LHS.
- Your signature on the application form signifies that you understand all the rules outlined herein and agree that these rules represent a contract with the Longmont Humane Society for participation in Paws in the Park