



Vendor/Exhibitor Requirements

Location– Cannon Park at YMCA

Email: Info@stanlycountyhumansociety.org

Dear Prospective **Wagfest** Vendor/ Exhibitor:

Thank you for your consideration in being a vendor at our ninth annual **Wagfest**. The purpose of this event is to raise awareness of the homeless pets in our area in hopes of finding them permanent, loving homes. This fun-filled event is geared toward pet lovers of all ages and is always well-attended.

- There is a \$25/space vendor participation fee for all for-profit, commercial vendors and exhibitors. There will be no fees for non-profit exhibitors.

Regulations:

- All vendors, individuals, and non-profit groups are welcome to apply as vendors and exhibitors.
- Vendors/exhibitors may set up booths between 8:00-8:30am on Saturday, May 12. **All property and vehicles must be off-site by 3:00pm.** Anyone arriving after 8:30am will have difficulty unloading at their assigned space, so timely arrival is imperative.
- All items/materials to be sold/exhibited are subject to review by the **Wagfest** Committee.

Changes in items listed will require prior approval from the committee and cannot be done the day of the event.

- Food may be provided only by designated/pre-approved vendors.
- Vendors must abide by all applicable fire rules and sanitation laws.
- Vendors are encouraged to make their booth space attractive and

- **Wagfest** logos are not to be reproduced by anyone at any time without prior approval.
- Anyone found in violation of these regulations must leave the event and will forfeit their booth space.

Security:

- Vendors/exhibitors must fully clean their space at the conclusion of the event. All boxes must be broken down and waste disposed of in the dumpster located in the area. Nothing is to be left around the pavilion or on the park grounds.
- **Wagfest** staff and volunteers will be on site during event hours.
- Each vendor is responsible for his/her property. **Wagfest** and SCHS staff and volunteers assume no responsibility for theft, loss or damage to any signage, product, display equipment or property of any vendor.

Weather Procedure:

- **Wagfest** is "rain or shine"; no rain dates!
- Vendors should be prepared to continue in case of light rain. In case of heavy rain, the **Wagfest** Committee will consider electrical hazards, logistical requirements and participants' needs in making any decision about suspension or relocation of any part of the event.

Booth Space:

- All booth applications must be received no later than **May 5, 2018**.

- Vendors may apply for more than one space; please utilize separate applications.
- Vendors must contain all equipment, supplies and storage space within their assigned space. Vendors will need to provide everything they will need for their 12'x12' space.
- Nothing may be hung, taped or nailed to trees, utility poles, or buildings.
- Due to limited electrical service, access to electricity is on a first come/first served limited basis.
- Sponsors are not required to utilize their given booth space. For those who would like to forfeit their space, we ask that they notify the **Wagfest** office in writing .

Other Information:

- Food vendors are required to provide proof of current liability insurance, signed and authorized by a representative of your insurance company, and list SCHS as the additional insured effective the day of **Wagfest**.

Wagfest Dates and Hours:

Saturday, May 12

9:00am-1:00pm

Set-up: 8:00am-8:30am

Important Dates to Remember:

5/5/2018 Application Due