



May 10, 2024

ATTN: Prospective Partner in the Phoenixville area:

Our [WuFFJam Fundraising Community event](#) will be held this year on Saturday, September 14<sup>th</sup>, from 11:00am - 5:00pm at Reeves Park located at 148 3<sup>rd</sup> Avenue, Phoenixville PA 19460. In order to ensure the success of this very important fundraiser, we are seeking contributions to help defray the costs associated with the event, so that all funds raised can go directly toward saving animals. The beneficiary of this event is **Phoenix Animal Rescue, a local non-profit 501c3 animal rescue**.

Generous donors like you are the key to our success and make it possible for [Phoenix Animal Rescue](#) to accomplish our mission of **Renewing Hope for Homeless Animals, One Day at a Time**. We hope that we can count on your support and partnership to help us.

Here are some ways that you could choose to partner with us:

- \_\_\_\_\_ Provide us with a short segment on your media program so we can promote WuFFJam 2024 prior to the event
- \_\_\_\_\_ Run a PSA on your television or radio station promoting WuFFJam 2024 for us
- \_\_\_\_\_ Make a donation of your / or any product for us to raffle at our raffle table
- \_\_\_\_\_ Supply an in-kind donation at the event (photography / trash removal / EMS Services / etc...)
- \_\_\_\_\_ Register for a vendor table (Vendor Application / Contract enclosed)
- \_\_\_\_\_ Make a monetary donation
- \_\_\_\_\_ Attend WuFFJam 2024 in person, bring friends and support us on event day!

I have enclosed a donation form for you to complete and keep for your tax purposes.

I will be happy to send you a copy of the event day flyer once it is ready for distribution.

Your company will be listed in our event program, as well as on the event website and social media accounts. Please mail your donation to Michèle Marie Sinclair @ 131 Chestnut Lane, Pottstown, PA 19465 or call 610-496-3623 to pledge your support. You may also donate online via the square bar code below payment with "WuFFJam 2024".

We thank you for your time and consideration.

Sincerely,



Michèle Marie Sinclair  
**Phoenix Animal Rescue**  
**Volunteer / Media & Events Coordinator**

# WUFFJAM

Muttz, Music, Family & Fun

2024



## Be in our WuFFJam 2024 Best In Show!

WuFFJam 2023 BEST IN SHOW SPONSORSHIP LEVELS	
	<p><b>\$1,500.00: PLATINUM COLLAR TITLE SPONSOR</b></p> <ul style="list-style-type: none"> <li>✓ Event labeled as: WuFFJam 2023 -- Presented by: (DONOR NAME)</li> <li>✓ Prominent sponsor signage on event day</li> <li>✓ Full page advertisement in event day brochure</li> <li>✓ Sponsor named in all appearances by emcee from stage</li> <li>✓ Complimentary vendor space</li> <li>✓ Complimentary items to be placed in 100 Doggie SWAG Bags</li> <li>✓ 50 raffle tickets</li> <li>✓ Advertisement and contact information on WuFFJam.com Best in Show page</li> </ul>
	<p><b>\$1,000.00: GOLD COLLAR SPONSOR</b></p> <ul style="list-style-type: none"> <li>✓ Prominent sponsor signage on event day</li> <li>✓ Full page advertisement in event day brochure</li> <li>✓ Sponsor named 6 times by emcee from stage</li> <li>✓ Complimentary vendor space</li> <li>✓ Complimentary items to be placed in 100 Doggie SWAG Bags</li> <li>✓ 25 raffle tickets</li> <li>✓ Advertisement and contact information on WuFFJam.com Best in Show page</li> </ul>
	<p><b>\$750.00: SILVER COLLAR SPONSOR</b></p> <ul style="list-style-type: none"> <li>✓ Prominent sponsor signage on event day</li> <li>✓ Full page advertisement in event day brochure</li> <li>✓ Sponsor named 4 times by emcee from stage</li> <li>✓ Complimentary vendor space</li> <li>✓ Complimentary items to be placed in 100 Doggie SWAG Bags</li> <li>✓ 20 raffle tickets</li> <li>✓ Advertisement and contact information on WuFFJam.com Best in Show page</li> </ul>
	<p><b>\$500.00: BRONZE COLLAR SPONSOR</b></p> <ul style="list-style-type: none"> <li>✓ Targeted sponsor signage on event day</li> <li>✓ ½ page advertisement in event day brochure</li> <li>✓ Sponsor named by emcee from stage</li> <li>✓ Complimentary vendor space</li> <li>✓ Complimentary items to be placed in 100 Doggie SWAG Bags</li> <li>✓ 20 raffle tickets</li> <li>✓ Advertisement and contact information on WuFFJam.com Best in Show page</li> </ul>
	<p><b>\$250.00: BLUE COLLAR SPONSOR</b></p> <ul style="list-style-type: none"> <li>✓ Targeted sponsor signage on event day</li> <li>✓ ¼ page advertisement in event day brochure</li> <li>✓ Sponsor named by emcee from stage</li> <li>✓ Complimentary vendor space</li> <li>✓ Complimentary items to be placed in 100 Doggie SWAG Bags</li> <li>✓ 10 raffle tickets</li> <li>✓ Advertisement and contact information on WuFFJam.com Best in Show page</li> </ul>
	<p><b>\$100.00: GREEN COLLAR SPONSOR</b></p> <ul style="list-style-type: none"> <li>✓ ¼ page advertisement in event day brochure</li> <li>✓ Sponsor named by emcee from stage</li> <li>✓ Complimentary vendor space</li> <li>✓ Complimentary items to be placed in 100 Doggie SWAG Bags</li> <li>✓ 10 raffle tickets</li> <li>✓ Advertisement and contact information on WuFFJam.com Best in Show page</li> </ul>



## WuffJam 2024 Donation Form

Benefitting Phoenix Animal Rescue

### Donor Information

Name / Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, ST Zip Code: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Credit card number : \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Exp. Date | Sec. Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

- Vendor Fee:
- \_\_\_\_\_ \$50.00: Food Truck Vendor Fee
  - \_\_\_\_\_ \$60.00: Food Truck Vendor Fee + Doggie Bag Inclusion
  - \_\_\_\_\_ \$25.00: Vendor Space Fee
  - \_\_\_\_\_ \$35.00: Vendor Space Fee + Doggie Bag Inclusion
  - \_\_\_\_\_ \$20.00: Animal Related Non-Profit Vendor Space Fee
  - \_\_\_\_\_ \$30.00: Animal Related Non-Profit Vendor Space Fee + Doggie Bag Inclusion
- Sponsorship amount:
- \_\_\_\_\_ \$100.00: Green Collar
  - \_\_\_\_\_ \$250.00: Blue Collar
  - \_\_\_\_\_ \$500.00: Bronze Collar
  - \_\_\_\_\_ \$750.00: Silver Collar
  - \_\_\_\_\_ \$1,000.00: Gold Collar
  - \_\_\_\_\_ \$1,500.00: Platinum Collar Title Sponsor

Payment Bar Code



Raffle or Silent Auction Donation: \_\_\_\_\_ Value: \$ \_\_\_\_\_

In Kind Donation: \_\_\_\_\_ Value: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Thank you for your contribution of \$ \_\_\_\_\_ to Phoenix Animal Rescue for the purposes of our 2024 WuffJam event on September 14<sup>th</sup>, 2024.

Your support will allow Phoenix Animal Rescue to continue in it's mission of  
**Renewing Hope for Homeless Animals, One Day at a Time.**

Phoenix Animal Rescue is a 501(c)(3) nonprofit organization. Your contribution is tax-deductible to the extent allowed by law. No goods or services were provided in exchange for your generous financial donation.

**EIN 26-0163239**  
Phoenix Animal Rescue  
931 Pottstown Pike  
Chester Springs, PA 19425

Phoenix Animal Rescue  
WuFFJam 2024 Vendor / Sponsor Registration Form / Contract  
Saturday, 9/14/2024 11:00am - 5:00pm  
This event is rain or shine!  
Reeves Park  
148 3<sup>rd</sup> Avenue, Phoenixville, PA 19460  
Visit [www.WuffJam.com](http://www.WuffJam.com)



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Hello, and thank you for your interest in participating in our event as a vendor! This event is a family fun day benefitting Phoenix Animal Rescue, a local 501c3 animal rescue.

The fee for a food vendor space is \$50.00

The fee for a vendor space is \$25.00

The fee for an animal related non profit space is \$20.00

- We will be providing our first 100 attendees with a “Doggie Bag” swag bag. The fee to have your item (brochure, business card, coupon, flyer, sample, etc.) will be an additional \$10.00 – This is a great way to get your business’s information out into the community!
  - We will make arrangements to obtain your doggie bag items 2 weeks prior to the event **(DUE DATE: Friday, September 1<sup>st</sup>, 2024)**
    - We appreciate your cooperation in getting your doggie bag items to us by the deadline as it affords us the opportunity to account for and stuff all of the doggie bags in time for the event.
- You must provide your own table, chairs and canopy as this will be an outside event. This event is rain or shine!
- Your high resolution business logo is requested within 2 weeks of confirmation.
- **You must agree to donate a gift basket, item or gift certificate for our raffle**
  - We will make arrangements to obtain your raffle item 2 weeks prior to the event.
    - We appreciate your cooperation in getting your raffle item to us by the deadline as it allows us to account for and brand all signage, etc. in time for the event. **(DUE DATE: Friday, September 14<sup>th</sup>, 2024)**

Vendor space locations will be confirmed based on receipt of contract and payment! Once confirmed, you will be added to the Vendor Event group on facebook.

Once confirmed, you may also post an advertisement on the public facebook event page. As always, only one vendor from each Direct Sales company will be confirmed. There may be multiple crafters of like products (including jewelry and dog related products or services) confirmed, and if so, they will be spaced appropriate distances from each other at the event. As this is a dog specific event, there will be multiple pet product vendors accepted. WuffJam 2024 planners will have the final decision on accepted vendors.

The event is from 11:00am - 5:00pm. Setup begins at 9:00am - Your space must be set up and ready by 10:30am.

Reeves Park and the Borough of Phoenixville has strict rules that no vendors may drive onto the grassy areas of the park. If you cannot abide by this rule, please do not sign up as a vendor. WuFFJam staff has agreed to abide by this restriction. No exceptions will be made and the borough will contact the authorities if you park your car in any grassy area. Towed vehicles will be at the owner’s expense. We will have volunteers available to assist you with setup and breakdown



Please provide the following information below:

2024 WuFFJam / Vendor Registration Form / Contract

Name of Organization / Business: \_\_\_\_\_

Description of product or service: \_\_\_\_\_

Name of Person(s) attending the event: \_\_\_\_\_

Description of Raffle Item: N/A

Payment Bar Code

\_\_\_\_\_ Food Vendor Space Fee:  \$50.00

\_\_\_\_\_ Vendor Space Fee:  \$25.00

\_\_\_\_\_ Animal Related Non-Profit Space Fee:  \$20.00

\_\_\_\_\_ Swag Bag Fee  \$10.00

Total Vendor Fee: \$ \_\_\_\_\_



Contact Information:

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

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

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

Business Website: \_\_\_\_\_

Business Facebook Name / Address: \_\_\_\_\_

Instagram Account Name: \_\_\_\_\_

I agree to abide by the rules of Reeves Park and the Borough of Phoenixville and will not park my car at any time on the grassy areas of the park for this event.

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

Event Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT DETAILS:**

Please make arrangements to provide payment for your vendor space and swag bag fees through Michele Marie Sinclair only.



Payment Bar Code

Please utilize this bar code to make your payment:

**CANCELLATIONS:**

Should YOU need to cancel, we ask that you find another vendor representative to cover your space. If you cannot replace yourself, we will gratefully accept your vendor fee as a donation to Phoenix Animal Rescue This event is rain or shine! Should WuFFJam be cancelled due to the pandemic or severely inclement weather which makes it unsafe to hold the event, you will be offered three choices:

- a.) We will gratefully accept your vendor fee as a donation to Phoenix Animal Rescue
- b.) Transfer your WuFFJam vendor application and granted space to WuFFJam 2025 where you will be marked as paid in full
- c.) WuFFJam staff will issue a refund in full to you.

Please contact Michele Marie Sinclair, Phoenix Animal Rescue Volunteer & Event Coordinator @ 610-496-3623 for additional information Vendor space locations will be confirmed based on receipt of contract and payment! Once confirmed, you will be added to the Vendor Event group on facebook. Once confirmed, you may also post an advertisement on the public facebook event page.