



Paws in the Park

DATE	Saturday, September 9, 2017
SET UP HOURS	7:00 a.m. - 9:00 a.m.
EVENT HOURS	9:00 a.m. - 2:00 p.m.
LOCATION	Community Park 8601 Calumet Ave. Munster IN 46321
DEADLINE	Applications will be accepted until vendor spaces are filled. Vendors will be notified whether or not they have been accepted for the event. Space is limited.
BOOTH FEE	\$65 per 10-by 10 ft. space (electric is available for an additional \$10 on a first-come, first-serve basis) AND an item for our raffle (minimum \$25 value).
REFUNDS	No Refunds will be made once you are confirmed as a vendor at the event.
SELECTION	Applications will be reviewed by Humane Society Calumet Area staff on an individual basis. Please note that vendors will be accepted into the event based on requirements being met and on the number of businesses received. HSCA reserves the right to reject any and all applications. All accepted applications and payments will be processed and checked cashed as they arrive to Humane Society Calumet Area, Inc.





Rules and Regulations

1. Vendors must be 18 years of age or older.
2. Incomplete vendor applications will not be accepted.
3. Vendors may only sell the items that were approved with their application. If non-approved items are displayed for sale, vendors will be asked to remove these items.
4. Vendors are required to stay for all hours of the event, and to be on time. Early departing vendors and those who do not exhibit all hours of event will not be accepted at future events.
5. Display booths and area must be kept clean and neat at all times. All packing boxes, supplies, and personal items must be hidden from public view. The vendor booth and area must be left clean at the end of the day.
6. Electrical outlets may only be used if the appropriate fee is paid. Electrical is on a first-come first-serve basis. The fee is \$10.
7. Vendors must supply their own displays, chairs, tables, props, and coverings.
8. No Alcoholic beverages are allowed.
9. Vendors may not display or distribute any information outside of their designated booth(s). Any violators will be asked to leave.
10. Vendors must supply a raffle item with a minimum \$25 value. Vendors must bring their raffle item to the event on September 9th to the raffle table.
11. Questions from vendors prior to the event may be answered by contacting Molly Dunne at 219-513-8911 ext. 103 or mdunne@hscalumet.org.

NEXT STEPS:

- ◆ Complete Vendor Application
- ◆ Enclose application and payment (Checks made payable to: Humane Society Calumet Area)
- ◆ Mail to: Humane Society Calumet Area ,Inc.
Attn: Molly Dunne / Paws in the Park
8149 Kennedy Ave,
Highland IN, 46322
- ◆ Save the Date : September 9th, 2017!!!



Paws in the Park Vendor Application

Name: _____

Business Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (____) _____ E-mail: _____

Describe Business (in detail): _____

SERVICE FEES

- \$65—Booth (10 X 10 ft. space), plus raffle item donation (min. \$25)
- \$10—Electricity needed (offered on a first-come, first-serve basis)
- Additional booth space \$65 each. # of additional booths _____

Total Amount Enclosed: \$ _____

RAFFLE ITEM

Raffle Item Value: \$ _____

Raffle Item Description _____

LIABILITY STATEMENT

(Must be signed before participating in Paws in the Park)

Humane Society Calumet Area will not be held responsible for any loss, damage, defacement or destruction of any property displayed by the vendor no matter how it is caused. This also includes personal injury. Humane Society Calumet Area provides no insurance on the vendor or against the acts or omissions of the vendor, its agents or employees. All insurance for personal property, public liability and personal injury must be carried by the vendor.

I agree that I have read and understand the contract, as well as rules and regulations. I agree to exhibit at the above listed event under all listed and specified conditions within this contract.

NAME: (Please Print) _____

Signature: _____ Date: _____