

# VENDOR INFORMATION



# BARK

TO THE  
PARK

AN EVENT TO BENEFIT HOMELESS PETS

**Note:** Vendor spaces are reserved for small businesses, small franchises and local establishments defined as having less than 500 employees nationwide. If this does not apply to your business, please refer to our Sponsorship Opportunities Package. Thank you for participating in Bark to the Park!

## Vendor Booth Fee—\$150

Includes: Exhibitor listing in the event program.

## Non-Profit Booth Fee—\$25

Includes: Exhibitor listing in the event program. You must be a 501(c)3 registered not for profit organization or an educational or municipal organization.

## Event Information:

**Walk:** Registration for participants is scheduled to start at 9am with the walk departing at 10:30am. The festival itself will begin when the walkers arrive back at Finlay Park which is anticipated to be around 11am.

**Festival:** Finlay Park, Saturday, April 17, 2010 11:00am to 4:00pm

**Set-up:** All vendors and non-profit organizations will be able to begin set-up at 9:00am. Set-up will continue until 10:30am. The Taylor Street entrance will be used for set up. Please see the volunteers at the registration table for your booth location.

**Please note that those booths not set up in the scheduled time will be forfeited and no refunds will be given.**

## Requirements for Vendors and Non-profits

- 1) Booth applications and fees must be received by the Vendor Coordinator by March 31, 2010 to be included in the exhibitor listing in the event program.
- 2) Please make checks payable to: Project Pet for the full amount. Refunds will not be given for any reason.
- 3) You will be given the choice of two set up times, however, the space is limited in each time frame. Please return your application with payment and your preferred set-up time quickly to ensure that you receive your timeslot as they will be assigned on a first come first serve basis. We will make every attempt to meet your request, however, we reserve the right to change your timeslot in advance due to availability and logistics.
- 4) Please check in at the Volunteer Registration table to receive your booth location on April 18, 2008.
- 5) Bark to the Park organizers reserve the right to prohibit any product from being marketed at the event. This is an animal friendly event and we request that no items made with animal products be sold (i.e. leather, snakeskin, etc.). Failure to comply with these rules will result in your booth being removed from the event with no refund.
- 6) This event will take place rain or shine. Prior to the event you will be notified of an emergency number to call in the event of extreme weather by 9am on the day of the event. No refunds will be given due to weather complications or cancellations.
- 7) Vendors are responsible for staffing, setting up and breaking down booths. Limit four people.
- 8) Vendors are responsible for bringing their own tent, tables, chairs and signage for their booth area. **Please note: tents must be weighted on all four corners and stakes are not allowed in the grounds of the park. We recommend using a 40lb cinder block attached to each corner of your tent or five gallon bucket filled with water on each corner.**
- 9) Bark to the Park reserves the right to sell official Bark to the Park merchandise. Bark to the Park reserves the right to be the sole food vendor for the event as well as the only vendor allowed to offer photos of dogs or photos of dogs with people at the event.
- 10) A copy of your City of Columbia business license must be provided to organizers if selling products at your booth. If you do not have a City of Columbia license please contact Project Pet to assist you in obtaining a temporary license for the event.
- 11) Adoptions of pets and fundraising by non-profit organizations during the event are permitted.

**By sending in this application you agree to the terms contained herein. Please complete the following information and mail it along with your payment to: Project Pet, c/o Bark to the Park PO Box 1777, Columbia, SC 29202.**

Vendor Name: \_\_\_\_\_ For Profit \_\_\_\_\_ (include \$150) Non-Profit \_\_\_\_\_ (include \$25)

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

Vendor Email: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Do you require access to electricity? If so, please specify your needs: \_\_\_\_\_

**For questions or more information, please contact Project Pet at (803) 407-0991. Please keep a copy for your records.**