



**VENDOR BOOTH APPLICATION FOR  
The Humane Society of Bay County K-9 Fest 2010  
Saturday March 20, 2010 9am to 4pm  
Hosted at Aaron Bessant Park adjacent to Pier Park**

Please complete form and return it to: **Humane Society Fundraising Committee**  
Attn: Lorrie Black-K-9 Fest Vendor Manager  
PO Box 883, Panama City FL 32402

**APPLICATIONS MUST BE RECEIVED NO LATER March 15, 2010.**

*Contact: Lorrie Black at 770.262.4388 or via email at [Fundraising@adoptme.org](mailto:Fundraising@adoptme.org) for more information*

(PLEASE PRINT)

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

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Website to link to (if available) \_\_\_\_\_

**FEES FOR EACH 12X12 SPACE: Non-Profit Organizations–501(3)(c): \$40.00**

**All Other Booths: \$60.00**

*Make all checks payable to Humane Society of Bay County*

Required Description of your booth for program & announcement purposes: \_\_\_\_\_

**NOTE: Each vendor booth will receive 2 vendor passes only. All other participants in your booth will have to pay an entrance fee into the event.**

Will your booth have its own prize drawing? Yes \_\_\_ No \_\_\_

If Yes – Provide Description for Announcer on 3x5 cards

**Requirements for your booth:**

Size of your booth: \_\_\_\_\_ (Booth size is 12'x12')

(If you have any questions in regard to booth size please call)

Water (Circle) Yes No (If yes, you must provide your own 100' water hose)

Electricity (Circle) Yes No

*(If yes indicate voltage and amperage required—you must supply your own 150' heavy-duty, all weather extension cord)*

Please list all appliances you will be using: (Total Amperage: \_\_\_\_\_)

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**Please enclose with completed application:**

\_\_\_\_\_ Booth Fee (see rates above)

\_\_\_\_\_ 3x5 Cards for Stage Announcements about your Booth/Organization

\_\_\_\_\_ Menu of products sold & Description of Your Booth

**APPLICATION FORMS WITHOUT FEES WILL BE RETURNED. BOOTH SPACE WILL NOT BE HELD. AN ACCEPTED APPLICATION IS A COMMITMENT TO SHOW AND BE SET-UP BY 8:45 am. FAILURE TO BE SET-UP BY 8AM WILL BE REASON TO BE REFUSED ENTRY AND THE FORFITURE OF BOOTH FEE. BOTH APPLICATION FORMS MUST BE RECEIVED NO LATER THAN March 15, 2010.**

**I have signed and will comply with the rules and regulations as stated on the attached page.**

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

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

**Please mention in a paragraph about your business. We will use this information to make announcements throughout the event. This should be the same text as you have on your 3 x 5 card. Thank you.**

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## **2010 K-9 Fest Vendor/Demonstrator Rules and Regulations**

Thank you for participating in K-9 Fest on March 20, 2010 at Pier Park. In order to provide for your safety and the safety of others, we ask that you abide by the following rules: Please initial next to each entry to indicate you understand and will abide by each rule/regulation.

- 1.) \_\_\_\_\_ BOOTH FEE: (See application) Please make sure your equipment fits within the space size you have indicated. Your space size should include your tie-downs, tarps, flaps, tables, trailer tongues, side openings, etc. **Motorized Vehicles will NOT be allowed to stay on the park grounds and must be moved to designated parking areas BY 10am on event day.**
- 2.) \_\_\_\_\_ Booth spaces will be mapped out prior to the event. You will be notified of set-up times and locations prior to the event. No booths will be allowed to set up before the actual event day.
- 3.) \_\_\_\_\_ Have vendor booths set-up promptly by 8:45 a.m. and closed by 4 p.m. on Saturday, March 20, 2010. **FAILURE TO BE SET-UP BY 9AM WILL BE REASON TO BE REFUSED ENTRY AND THE FORFITURE OF BOOTH FEE.**
- 4.) \_\_\_\_\_ Booths must be taken down, removed and **your area cleaned up** by Saturday evening, March 20, 2010 by 6:00 p.m. Dumpsters will be available.
- 5.) \_\_\_\_\_ Private vehicles will be permitted into the booth area for **loading and unloading equipment until 8:30 am (30 minutes prior to opening)**. Other loading and unloading is allowed after festival hours ONLY. Vendors must park in the designated vendor parking areas. **THIS WILL BE STRICTLY ENFORCED.**
- 6.) \_\_\_\_\_ People having food and drink booths **MUST** provide a minimum of two-30 gallon garbage containers with liners. **Each booth will be responsible for emptying the container, on a regular basis, into the dumpsters provided by the Festival. Cleanliness in and around your booth will be your own responsibility.**
- 7.) \_\_\_\_\_ If your booth requires electricity, accurately indicate your amperage requirements on the application form to assure that the Festival can make proper preparations. Each booth requiring electricity will be responsible for not overloading their circuit. All electrical connections and equipment must be in good repair and properly grounded. **If electricity is needed at your booth, you must supply an appropriate (120v or 220 v) 150-foot heavy duty, all weather extension cord.**
- 8.) \_\_\_\_\_ Any booth which will be using any type of oven, grill, deep-fat fryer, flame operated appliance, or heating element, will be required to have a minimum of a charged 40BC fire extinguisher.

### **Additional Requirements**

- 1.) \_\_\_\_\_ If water is required for your booth, you must provide a 100' water hose.
- 2.) \_\_\_\_\_ Booth waste water and cooking grease **MUST** be contained.
- 3.) \_\_\_\_\_ I agree to hold harmless the Humane Society of Bay County, Pier Park, Panama City Parks and Recreation, Simon Group and all of the other sponsors and participants in K-9 Fest at Pier Park for any accidents, injuries, and/or loss of property which may occur to me, my family members and/or my pet during this event.
- 4.) \_\_\_\_\_ Any booth having live animals on site are responsible for having each animal on a leash or in a cage at all times as well as having proof of each animal's current rabies vaccination. By initialing here, you are accepting complete responsibility for every animal you bring to the Festival. ***Simon Group, Pier Park, Panama City Beach Parks and Recreation, or Humane Society of Bay County is not responsible for any injuries or damage caused by any animals, during the entire time you are on the Pier Park property.***
- 5.) \_\_\_\_\_ All vendors are responsible for collecting and remitting any required sales tax to the State of Florida.