



# Paws in the Park

## Vendor Application

Saturday, September 18th  
9 am to 1 pm

(return form to HHHS by September 08, 2010)

**Please complete the following information:**

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

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

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

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

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

**Please describe the type of business, product or merchandise that will be displayed at your booth:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Booth registration fee:**  \$50 For-profit  \$25 Non-profit  
(Please Select) (merchandise/retail/food)

*\*HHHS reserves the right to refuse booth space to any non-profit, business or individual*

**Payment Information**

**Payment Options** (circle one):  
Cash      Check      Credit Card      **Total Amount: \$** \_\_\_\_\_

Credit Card type (circle one):  
 Visa      Mastercard      Discover      American Express  
 Card #:

Exp. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

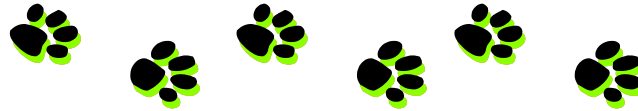
**Note:** If billing address of credit card is different from address listed above, please include billing address below:  
 Street Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_



# Paws in the Park

## Vendor Information



Helping Hands Humane Society's Paws in the Park 2010 will be held from 9 am to 1 pm on Saturday, September 18th in Gage Park. Paws in the Park is the largest annual fundraiser for HHHS. We appreciate your support of this event. As a vendor of Paws in the Park, there is important information you need to know.

1. Your vendor application must be completed and returned with payment to HHHS by September 8, 2010. Please make checks payable to HHHS.
2. Booth size is a 10 X 10 space. HHHS will assign you a space. You may not trade a space or take another vendor's space.
3. You will need to supply your own tables, chairs, tents, signs and other materials required for you to set up your booth.
4. Booth set up will need to occur between 7 am and 9 am on the day of Paws in the Park. You cannot set up your booth before this time.
5. Your booth must be set up by 9 am and remain open to the public until 1 pm.
6. **You may not leave your booth to sell items or distribute materials throughout the park. To sell items or distribute materials, you must have a booth space and you must remain within this space.** Those in violation of this policy will be asked to leave.
7. Only one organization may occupy a booth space. You may not share your booth space with another organization or individual.
8. No person, vendor or organization is allowed to sell pets of any kind near the event.
9. As a vendor, it is your responsibility to collect and submit the appropriate sales tax to the proper city, county and state organization.
10. No vendor, organization or individual may take pictures at Paws in the Park with the intent to sell them to the public for a nominal fee or donation except HHHS. HHHS is contracted with a professional photographer. This is the only person permitted to take photographs with the intent to sell these photos to the public for a nominal fee or donation.
11. Once Paws in the Park opens to the public, vehicles will not be permitted to enter the Paws area.
11. Only HHHS donation canisters will be allowed at booths.
12. The booth registration fee is non-refundable.

Anyone in violations of these policies may be asked to leave the event. If you have additional questions before the event, please contact Yvonne at (785) 233.7325 or [yvonnef@hhhstopeka.org](mailto:yvonnef@hhhstopeka.org)

Signature \_\_\_\_\_ Vendor Business Name \_\_\_\_\_

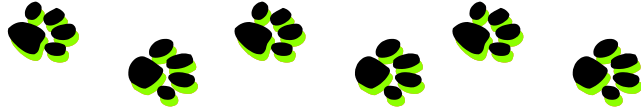
Date \_\_\_\_\_



# Paws in the Park

## Silent Auction

### Donation Form



September 18, 2010

A significant way to help your organization stand out in the crowd is to contribute a donation to the Paws in the Park silent auction. The silent auction is an important part of Paws in the Park and garners a lot of attention. By giving a silent auction donation, your organization will have direct exposure to the hundreds of participants who come to the event. The silent auction is an exciting way to develop business for your organization and bring positive exposure.

If you would like to donate to the Paws in the Park silent auction, please fill out the following information

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

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

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

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

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

Donation Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Retail value of donation: \$ \_\_\_\_\_

If you would like your donation to remain anonymous, please initial: \_\_\_\_\_

The Silent Auction Donation Form and donations must be received by HHHS before September 10th. If you are located in Topeka, it is possible for HHHS staff to pick up the donation(s) from you. For pick up or additional questions, please contact Yvonne at (785) 233.7325 ext. 104 or email [yvonnef@hhhstopeka.org](mailto:yvonnef@hhhstopeka.org). Thank you!

For HHHS  
use only:

Donation #:	Received:
_____	_____