



## **SANTA PAWS & HOWLIDAY BAZAAR EVENT GUIDELINES**

Saturday, November 23, 2019  
5720 SW 21<sup>st</sup> Street, Topeka, KS 66604

The event is a fundraiser for **Helping Hands Humane Society**, which provides shelter, food, and medical services to thousands of lost, orphaned, and homeless animals each year. HHHS is funded by fees for service, donations, and fundraising activities such as this event, now in its 6th year. ***Thank you for your interest in participating and supporting HHHS!***

**Event location:** HHHS, 5720 SW 21<sup>st</sup> Street, Topeka, KS, 66604 Dorothy Fisher Activity Center located on the west end of the building. Event is indoors and not dependent on the weather (“rain or shine”).

**Registration:** At \$50/stall, each vendor is provided one white standard width 8’ table, 5’ x 10’ space with 2’ between table ends, and wide aisles to accommodate shopper traffic. Multiple 8’ tables/stalls are available (enter quantity of two more on the 2019 Santa Paws & Howliday Bazaar Vendor Application). Electrical outlets are available on a first-submitted, first-served basis for \$15 each. Corner/End Stalls (including 2’ of additional space) are available on first-submitted, first-served basis for \$10 each. Vendors are pre-approved for branded product consideration (no duplicate vendors). In the case of duplicate vendor applications, the first application received \*with payment\* will be accepted. Subsequent applications for the same company will be processed and the payment will be refunded. Vendors must provide a completed Vendor Application with proper payment for consideration either online, by mail, or in person. Registration fees are non-refundable. Alcoholic beverage sales are prohibited. The sale of live animals is prohibited.

**Vendor Check-in, Setup, and Required Silent Auction Item:** Vendors may enter HHHS early (time TBD) for check-in and setup. Vendors must check-in at Vendor Registration upon arrival for booth assignment(s) and delivery of required minimum \$25 retail value silent auction item(s) (non-profits are exempt from this requirement). Silent auction items will be showcased with vendor booth number identified encouraging shoppers to visit vendor booths to see all products and get more information (silent auction items are intended to market vendor products *and* raise funds for HHHS). Stalls not occupied when sales begin (“no shows”) may be occupied at HHHS’ discretion.

**Vendor Parking:** It’s *critical* to overall event success that no vendors park in HHHS’ parking lot in front of the building or on the east or west sides of the building during event sales due to expected high shopper and adopter parking lot traffic. Vendors may unload their vehicles in

HHHS parking lots during setup time, but must move their vehicles immediately after setup to designated parking areas on the west edge of the Topeka West High School parking lot and the neighborhood behind HHHS (street parking between Arrowhead and Belle St and between 21<sup>st</sup> St and 17<sup>th</sup> St). After parking at Topeka West High School, vendors may expedite their walk by taking the alley located along the north end of the building to reenter the Dorothy Fisher Activity Center door in the northwest corner.

**Sales, Clean Up, and Tear Down:** Clean up and tear down will last for an hour and 30 minutes after sales end. Vendors are encouraged to stay for the entire event. Vendors are expected to leave space in the same condition as they found it (please clean up space when done).

**Food and Drink Available:** Food and drink are available on-site to both vendors and the public so vendors do not have to leave the event to pick-up lunch/snacks. Food and drink proceeds are shared with HHHS.

**Vendor Breaks:** HHHS volunteers are available to watch/man vendor booths for up to 15 minutes when vendors need a break. Restroom facilities are also available in the Dorothy Fisher Activity Center (north end). HHHS is a tobacco-free campus.

**Background Music, Vendor Interviews, Silent Auction Promotion, and More:** Background music will be played on the HHHS sound system in the Dorothy Fisher Activity Center. Our volunteer emcees broadcast live vendor interviews throughout the event to promote vendors and stimulate traffic flow. Silent auction updates, Santa Paws numbers, and other announcements are made throughout the event.

**HHHS Event Flooring:** While the Dorothy Fisher Activity Center flooring is sturdy, vendors should be mindful of items that may cut, damage, or stain the floor. If vendors bring brightly colored beverages, please avoid spills as much as possible, and if they occur, please alert a volunteer immediately so it can be cleaned up properly. If you are bringing any of your own tables, chairs, or other display items that will make contact with the floor, please make sure you have proper protection for our flooring (carpet squares, rubber stoppers, etc.).

**Vendor Communications:** Vendor communications are generally provided by email, especially as the event nears, for reminders and other communications. Please provide email updates to the Mandi Stonebraker at [mandis@hhhstopeka.org](mailto:mandis@hhhstopeka.org)

**Questions:** Please contact Mandi Stonebraker at 785-233-7325 or [mandis@hhhstopeka.org](mailto:mandis@hhhstopeka.org) if you have any questions.

*Please respect other vendors, shoppers, HHHS staff, HHHS volunteers, and animals residing at HHHS while they await their forever homes. Please remember to spay, neuter, adopt, foster, volunteer, or donate to HHHS! Thank you for your interest and participation in this fun, exciting, and important fundraising effort!*

**We wish you all a very happy, prosperous, and enjoyable holiday season!**