

Vendor Guidelines Agreement:

Vendor Application Completion:

In the case of duplicate vendor applications (ie: MLMs), 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.**

Vendor Check-in, Setup, and Required Silent Auction Item:

Booth set up needs to occur between 8am and 10am on the day of Paws in the Park. You cannot set up your booth before this time.

You will need to supply your own tables, chairs, tents, signs, electric/water supply, and other materials required for you to set up your booth. Event is RAIN or SHINE, please do plan on bringing a cover if you are worried about rain.

Vendors must check-in at Vendor Registration upon arrival for booth assignment(s). Silent auction items can be delivered the day of event, but please submit a photo of the item approximately a week prior. Silent auction items will be showcased with vendor booth number identified which encourages 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).

HHHS will assign you a space. You may not trade a space without permission from HHHS Event Coordinator; Grace. You may request to share a space with another vendor or be placed near a specific vendor, but these accommodations are not guaranteed. Stalls not occupied by 10am when sales begin ("no shows") may be re-assigned at HHHS' discretion.

Alcoholic beverage sales are prohibited.

No electrical services are provided at this location. Vendors who require this will need to bring their own generator or power source.

HHHS and Topeka West High School are tobacco-free and fire-arm free campuses.

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 lots of the HHHS grounds during the event from 10am to 2pm due to expected high shopper, attendee, and potential adopter parking lot traffic.

Vehicles may not be permitted onto the Topeka West Soccer Field without HHHS Event Coordinator permission (discretion authority issued from Topeka West Principal).

Vendors may park in the North lot behind Topeka West's soccer field (accessible off of Belle), and unload at the North gate, anytime between 8am and 10am. Additional parking is 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 21st St and 17th St).

Sales, Clean Up, and Tear Down: The event is open to the public at 10am, and admissions will close at 2pm. Your booth must be set up by 10am and remain open to the public until 2:00 pm. Please do not begin cleaning up until 2:00pm and be cleared by 3:00pm.

"All federal, state and local laws governing retail sales tax must be followed. I understand the rules and regulations of the show and will comply. I realize that failure to comply may result in expulsion from the show." (Language provided by Kansas Department of Revenue)

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. Vendors demonstrating a good or service must do so within their booth space.

If there is any damage to the grass, please let HHHS Event Coordinator know so that we can communicate to Topeka West.

Food and Drink Available: Food and drink vendors are invited to attend as this will promote sales so that the public and other vendors do not have to leave the event to eat. Note that NO ALCOHOL is permitted on Topeka West High School's campus.

Vendor Breaks: Restroom facilities are available in the Helping Hands Humane Society location, as well as Kwik Shop across the street. Volunteers will not be available to watch vendor booths and HHHS staff and affiliates are not responsible for Vendor's belongings. Therefore, vendors are encouraged to schedule themselves and their assistants accordingly.

Background Music, Vendor Interviews, Silent Auction Promotion, and More: Background music will be provided by HHHS. Our volunteer celebrity emcee, WIBW's Shawn Wheat, will broadcast live event and vendor interviews throughout the event to promote the event and stimulate traffic flow. Silent auction updates and other announcements are made throughout the event.

Helping Hands Humane Society's Mission Considerations: The sale of live animals is prohibited. No person, vendor or organization will be allowed to sell or adopt out pets of any kind near the event. Animal welfare organizations that have pets available for adoption may bring photos and information about their adoptable pets. As this is a fundraiser for HHHS, Vendors may only collect donations for HHHS and no other organization. We encourage vendor participants to collect donations for HHHS in the form of a silent auction item, raffle, donation canister. Please abide by Kansas laws and regulations in regards to raffles.

Vendor Communications: Vendor communications are generally provided by email, especially as the event nears, for reminders and other communications. Please provide email updates to Grace at gracec@hhhstopeka.org

Questions: Please contact Grace Clinton at 785-233-7325 or gracec@hhhstopeka.org if you have any questions.

Fine Print Disclaimers: If HHHS staff deems that your demonstration or activities are too disruptive or you are in violation of this policy, you will be asked to leave the event. HHHS has the right to refuse participation in this and future HHHS events. Anyone in violation of these policies may be asked to leave the event.

Your signature below signifies that you understand the rules listed above and agree that these rules represent a contract and that no other agreement shall be binding between the parties.

Vendor Signature

Vendor Print

Date

HHHS Staff

HHHS Staff Rec. Date