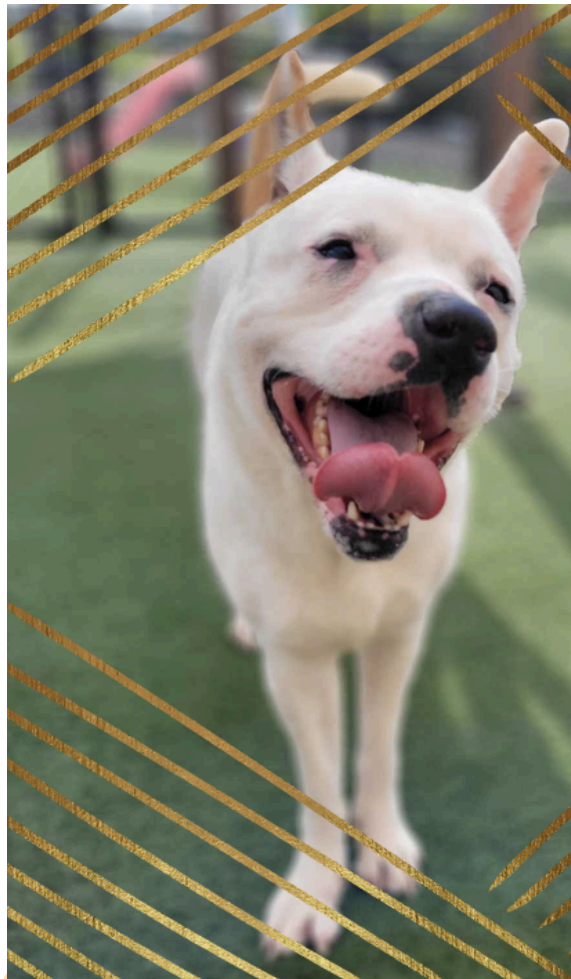


# PAWS IN THE PARK 2025 VENDOR APPLICATION

A BENEFIT FOR  
HELPING HANDS HUMANE SOCIETY

**SATURDAY APRIL 12TH, 2025**  
**10AM - 2PM @ 5720 SW 21ST ST**  
**TOPEKA, KS 66604**



**PLEASE PRINT:**

**COMPANY NAME:** \_\_\_\_\_

**PERSON NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ST** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**STATE OF KS TAX ID:** \_\_\_\_\_

**SPACE DETAILS:**

NONPROFIT ORGANIZATIONS MAY HAVE BOOTHS FOR INFORMATION DISTRIBUTION ONLY BUT CANNOT SOLICIT DONATIONS FOR OTHER ORGANIZATIONS THAN HHHS. IF YOU ARE SELLING ITEMS, HHHS DOES COOPERATE WITH KDOR ON TAX REQUIREMENTS.

**SELECT ONE OF THE BOOTH CHOICES:**

\_\_\_\_\_ **\$50 - BUSINESS/NON-PROFIT AREA, NO LIMIT ON SPACE TO OCCUPY, CAN PROVIDE UP TO 2 TABLES AND 2 CHAIRS, \$10 FEE ADDED IF YOU WILL NEED ELECTRICITY. INDOOR SPOTS AVAILABLE BY FIRST COME FIRST SERVE BASIS**

\_\_\_\_\_ **FOOD / BEVERAGE AREA 10% OF TOTAL SALES DURING THE EVENT.**

**DESCRIBE YOUR MERCHANDISE; ITEMS OR SERVICES THAT WILL BE SOLD, DEMONSTRATED, OR DISTRIBUTED:**

**OTHER:**

☐ **I WILL BE USING ELECTRICITY AT MY BOOTH**

☐ **I WILL NEED A VEHICLE ACCESSIBLE BOOTH LOCATION (IE: FOOD TRUCKS)**

**SELECT A PAYMENT METHOD:**

\_\_\_\_\_ **ENCLOSED IS MY CHECK MADE PAYABLE TO "HHHS"**  
\_\_\_\_\_ **I PAID ONLINE AT [WWW.HHHSTOPEKA.ORG](http://WWW.HHHSTOPEKA.ORG)**  
\_\_\_\_\_ **I PAID IN THE HHHS GIFT SHOP**

**PLEASE SUBMIT THIS FORM BY WEDNESDAY MARCH 28TH, 2025:**



**Helping Hands**  
Humane Society, Inc.

**DON'T FORGET THE BACK!**



# EVENT CONTRACT

Vendors will receive all correspondence from HHHS, including maps and instructions via email. Thank you for wanting to join us at Paws in the Park!

I, the undersigned representative of: \_\_\_\_\_ (business name) agree to abide by the following conditions set forth by Helping Hands Humane Society, Inc (HHHS) in order to reserve vendor space at HHHS. These conditions are not intended to be insensitive, but are designed to ensure the safety and prevent liability of the animals in HHHS's care. Failure to have a completed contract on file prior to the event will result in an immediate removal of the business from the event. We agree and understand the following:

1. This program is for fundraising purposes for Helping Hands Humane Society ("HHHS") and thereby vendor agrees to abide by the mission of our organization. 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. 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, and donation canister. Please abide by Kansas laws and regulations in regards to raffles.
2. The event is indoors. HHHS will assign you a space based on the business product/needs. You may not trade a space without notifying the HHHS Event Coordinator; you may request to share a space with another vendor or be placed near a specific vendor. Every effort will be made by HHHS to accommodate such requests, but these accommodations are not guaranteed. HHHS volunteers are not able to assist with providing breaks or supervising any vendor's booth for any period.
3. As the event is indoors, electricity will be available in designated areas. Vendors are required to bring their own extension cords and power strips if electricity is needed. Vendors must bring all their own materials, including tables, chairs, and displays. However, HHHS can provide tables and chairs if requested at the time of registration. These accommodations are available on a first-come, first-serve basis and must be requested in advance to allow HHHS sufficient time to prepare.
4. Vendors will maintain their own insurance and understand that they are not covered by HHHS Facilities Insurance. This means that all third-party facility-use persons waive the right to receive compensation from HHHS insurance for any accidents or injuries that occur on the premises to staff or affiliates of the vendor. Vendors are responsible for their own state-enforced vendor contracts, including taxes, insurance, and operating safety licenses.
5. All vendors understand that HHHS is a non-smoking and alcohol-free facilities. Open flames are not permissible. Cooking of food items (food trucks) is permissible, with prior discussion and approval from the Event Coordinator.
6. Any schedule changes must be confirmed with the HHHS Event Coordinator 24 hours in advance. If inclement weather or other circumstances will preclude your presence, please leave a voicemail or email to inform us so we can notify customers and inquirers about the schedule change.
7. General ethical agreement: Business and individual representatives of said business must maintain similar standards to our organization. HHHS does not conduct business with or permit access to our facility to persons who engage in behaviors or speech—in-person or via social media—that are discriminatory or abusive to any group or class of people, or that are in opposition to our mission related to animal welfare. 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.
8. HHHS reserves the right to not accept this application and to cancel a reservation at any time in the best interest of our organization.

We hope you enjoy your time at Helping Hands Humane Society, Inc., and feel welcomed and supported during your event. We thank you for considering our location for your event and for assisting us in advocating for the health and wellness of animals in need!


**Contact Lindsay Hubbard,  
Event Coordinator:**

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Business Contact Signature

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HHHS Representative Signature

 785-233-7325 ext 131

 [Lindsay.Hubbard@hhhstopeka.org](mailto:Lindsay.Hubbard@hhhstopeka.org)

 [www.hhhstopeka.org](http://www.hhhstopeka.org)