



Howliday Bazaar - Vendor Application



Vendor Information:

Business/Vendor Name:

Contact Name:

Product Description:

Mailing Address:

Phone: KS Tax ID #:

Email(s):

Space Details:

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. **Total payment due WITH application - booth space reserved once paid for.**

Select ONE of the booth choices:

☐ \$40 - 10'x5' Vendor Stall
with 8' table provided

☐ \$60 - 20'x5' Vendor Stall
with two 8' tables provided

Additional tables are available for \$20 each

Special Requests - we will do our
best to accommodate this

To pay by mail, please submit
application with payment to:

Payment Method:

☐ Cash

☐ Enclosed is a check made
payable to HHHS

☐ Card - Please visit HHHS during our
business hours to pay by card

HHHS Santa Paws
Attn. Caroline Rea
5720 SW 21st St
Topeka, KS 66604

Event Date: November 21, 2026
Event Time: 11:30 AM - 3:30 PM
**Event Location: West side of HHHS,
Dorothy Fisher Activity Center**
Thank you for your participation!

Event Contract

Vendors will receive all correspondence from HHHS, including vendor layout maps and instructions via email.

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. HHHS will assign you a space based on the business product/needs. You may not trade a space without notifying 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, 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. Vendor 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.
4. All vendors understand that HHHS is a **non-smoking** and **alcohol-free** facility. Open flames are not permissible. Cooking of food items (food trucks) is permissible, with discussion with Event Coordinator ahead of time.
5. Any schedule changes must be confirmed with HHHS Event Coordinator 24 hours in advance, and if inclement weather will preclude your presence, please leave a voicemail or e-mail to let us know so we can let customers and inquirers know about the schedule change.
6. General ethical agreement: Business and individual representatives of said business must maintain similar standards to our organizations. 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 are in opposition of 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.
7. HHHS reserves the right to not accept this application and to cancel a reservation at any time in the best interest of our organization.

Business Contact Print Name

Business Contact Signature

**Questions? Contact Caroline Rea,
Volunteer Coordinator:**



785.233.7325 Ext. 103



caroline.rea@hhhstopeka.org



www.hhhstopeka.org