

PAWS IN THE PARK VENDOR APPLICATION

A BENEFIT FOR
HELPING HANDS HUMANE SOCIETY

Saturday April 29th, 2023
10am - 2pm @ Topeka West Soccer Field

2023



PLEASE PRINT:

Company Name: _____
Person Name: _____
Address: _____
City: _____ KS: _____ Zip Code: _____
Phone Number: _____
E-mail: _____
State of KS Tax Id: _____

SPACE DETAILS:

Please contact HHHS if additional space is needed. Nonprofit organizations may have booths for information distribution only and cannot solicit for donations at the event unless all donations go towards HHHS. Select a business area if you are selling any items.

- Select ONE of the four booth choices:
- _____ Single Business Area 10' x 10' = \$75
 - _____ Double Business Area 10' x 20' = \$125
 - _____ Single Nonprofit Area 10' x 10' = \$50
 - _____ Double Nonprofit Area 10' x 20' = \$75
 - _____ 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 a generator at my booth (HHHS will not provide generators)
 - 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
 - _____ I paid in the HHHS gift shop

Please submit this form by Wednesday April 19th, 2023:



MEET THIS YEAR'S
SPOKESPET, FURY!

**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. Event is rain or shine. If extreme weather is forecast (ie lightning, snow, etc) - HHHS will move the event indoors to the HHHS facility and will send updated maps before the event. 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. As the event is outdoors, electricity is not provided. Generators are allowed. Vendors are required to bring their own tables, signs, chairs, and materials.
4. 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.
5. All vendors understand that HHHS and Topeka West are **non-smoking** and **alcohol-free** facilities. Open flames are not permissible. Cooking of food items (food trucks) is permissible, with discussion with Event Coordinator ahead of time.
6. 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.
7. 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.
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!


Business Contact Signature

HHHS Representative Signature

**Contact Grace Clinton,
Director of Philanthropy:**

 785-233-7325 ext 106

 grace.clinton@hhhstopeka.org

 www.hhhstopeka.org

Event is rain or shine! Event may move indoors at HHHS based on extreme forecast; notifications will be provided via e-mail the week before.