



Doggie Dash Vendor Packet



Last year's Doggie Dash was a huge success for the animals and organizations participating in the event.

"Doggie Dash is a very well attended and supported, a fun atmosphere of dog lovers, and a great chance to mingle with potential customers. LexiDog wouldn't miss this event!"

-- Suzanne Hein, owner of LexiDog

We are limiting participation to the first 25 vendors who apply, so please submit your application and payment as quickly as possible. All of the 2009 vendor spaces sold out, so apply early!

Vendor Guidelines

1. OHS reviews all applications for vendor participation. The purpose is to ensure that all items and services complement our mission and are not in direct competition with our sponsors.
2. OHS will determine the location for each vendor's space. Any locations determined prior to the event day may be changed or altered on the day of the event by event staff.
3. Vendors will be provided with one 8' table and two chairs, unless prior arrangements are made with OHS. 10' x 10' and 20' x 20' canopies are available to rent or you may provide your own.
4. Vendors can set up between 5:00-8:00 pm on 5/14/10 or 5:00-7:00am on 5/15/10. Vendors must pack up immediately following but not before the end of the event at 1:00 pm.
5. Items given out should be safe for children and pets – no chocolate. Please ask owners before giving their pet a treat due to possible pet food allergies.
6. Vendors are responsible for the safety of all money they collect.
7. No water connections or electrical connections provided at vendor booths.
8. No polystyrene foam products will be allowed for food or drink distribution.
9. The vendor is responsible for cleaning up their area after the event.
10. If a vendor causes damage to the park or any Doggie Dash related property, the vendor will be responsible for any fees associated with the damage.
11. Vendors who cancel before 5/1/10 will receive a refund of one-half of any fees paid. Vendors who cancel on or after 5/1/10 or don't show up for the event will not be entitled to a refund.
12. Nonprofit organizations participating are allowed to hand out information, but may not solicit donations.
13. Neither vendors nor others may sell pets of any kind on or near the event grounds.
14. You may bring your dog with you to Doggie Dash! Dogs need to be kenneled or kept on a leash at all times. Pick up after your pet. Dogs must be licensed and current on Parvo and Rabies vaccinations. Do not bring female dogs in heat. Dogs must have good temperaments.
15. You may not "sublet" your booth space in whole or part. You are also not allowed to share your booth with another company or organization, unless approved by OHS event coordinator.
16. Please understand that if any of the terms described herein are not followed, OHS may refuse your participation in this and future events.

Upon approval of your vendor application, an OHS representative will mail you a confirmation letter, including details regarding event load-in and load-out. If you do not receive this notification within two weeks of submitting your application, please contact Rebecca Ramach at rebeccar@oregonhumane.org or (503)-416-7082.

Vendor Information: Explanation of Fees and Options

- Top Dog Vendor: \$650
 - 10'x10' booth space (for an additional \$100 you can upgrade to a 20'x20' booth space)
 - Premiere booth location near event sponsors
 - Company name and link on OHS website, which attracts nearly 7,000 visitors a day (Application must be received by April 23rd)
 - Two free registrations (including personal webpage, t-shirt, and pancake breakfast!)
 - Opportunity to have promotional sample or item in *Doggie Bags* given to registrants
- Best Friend Vendor: \$500
 - 10'x10' booth space
 - Prime booth location
 - Company name listed on OHS website, which attracts nearly 7,000 visitors a day. (Application must be received by April 23rd)
 - One free registration (including personal webpage, t-shirt, and pancake breakfast!)
 - Opportunity to have promotional sample or item in *Doggie Bags* given to registrants
- Good Buddy Vendor: \$350
 - 10'x10' booth space
 - Company name listed on OHS website, which attracts nearly 7,000 visitors a day. (Application must be received by April 23rd)
- Doggie Dash Team
 - Get a *FREE* 10'x10' space and canopy at Doggie Dash to promote your company by forming a Doggie Dash team and raising \$2,500 or more for the animals at OHS! For details see the Doggie Dash Team info sheet included.

OHS *REQUIRES* vendors to donate one item to be used in the Doggie Dash Silent Auction or as a Doggie Dash contest prize. Item must have a retail value of \$25 or more. Bring auction item to event and a donation receipt will be given to you at that time.

Optional:

Tent Rentals: (You must have a canopy for your space, either your own or one OHS provides.)

- 20' x 20' canopy rental and set-up: \$200 fee
- 10' x 10' canopy rental and set-up: \$150 fee

Discount: Submit your vendor application and payment to OHS before ***Friday, April 23, 2010*** at 5:00pm and receive a ***\$100 discount*** on your vendor fee.

Important Dates:

February 24: Doggie Dash Registration Opens

April 23: Deadline for \$100 discount for vendor fee

May 4: Deadline for Doggie Dash Vendor Applications

May 14: Vendor booth set-up between 5-8 pm

May 15: Vendor booth set-up between 5-7 am

Doggie Dash Opens to the public 7:30 am

Doggie Dash ends 1:00 pm

Vendor booth clean-up/load out between 1-6 pm

2010 Doggie Dash Vendor Application Form

Application Deadline: Tuesday, May 4, 2010

Name/Title: _____

Company/Organization: _____

Mailing Address: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____ Website: _____

What do you do? Describe your business/organization: _____

Will you be selling any items? (If yes, please list specific items as event organizers try not to place companies selling the same items next to each other.)

1. _____ We are signing up to be Top Dog or Best Friend level vendors and would like to include an item in the *Doggie Bags*. We will have _____ put in the doggie bags.
(Items)

2. _____ We would like a canopy provided and set-up by the Doggie Dash organizers
20' x 20' canopy - \$200 fee or 10' x 10' canopy - \$150 fee \$ _____
_____ We will provide and set-up our own canopy. Size: _____

3. _____ Yes, please provide us with an 8' table to use at Doggie Dash (included)
_____ No, I do not need an 8' table at Doggie Dash

4. _____ Yes, please provide us with 2 chairs to use at Doggie Dash (included)
_____ No, I do not need 2 chairs at Doggie Dash

5. REQUIRED: Item to be donated to OHS auction or contest: _____
 _____ valued at \$ _____.
6. REQUIRED: Vendor Fee: \$ _____
 (\$650 Top Dog, \$500 Best Friend, \$350 Good Buddy)
7. If your application and payment is in OHS's possession by 5:00pm on
Friday, April 23, 2010, you receive a \$100 discount. (\$ _____)
8. **Fee Total** (to be submitted with application) \$ _____

Please return application with payment in full to:

Oregon Humane Society
 Doggie Dash Event Coordinator
 PO Box 11364
 Portland, OR 97211

Or fax to (503) 285-0838, attn: Doggie Dash Event Coordinator

Make check payable to the Oregon Humane Society. OHS also accepts MasterCard, Visa, Discover, and American Express.

Card Holder: _____ Total: \$ _____

Card number: _____ Exp. Date: ____/____

By signing this form I, as vendor/legal representative of the above organization, agree to participate in the 2010 Doggie Dash, a benefit for the Oregon Humane Society, on May 15, 2010. I have read and understand all rules and guidelines outlined in this packet, and agree that these rules represent a contract; no other agreement shall be binding between the parties, unless in writing and signed by an authorized Oregon Humane Society representative.

Release: I hereby hold harmless and release the Oregon Humane Society, Clear Channel Radio, Doggie Dash organizers, volunteers, underwriters, sponsors, employees, as well as the owner of the area where the event is held and the owners of any Doggie Dash related property, for any action relating to the Doggie Dash, including theft, damage or injury. I agree to pay any reasonable attorney fees and costs incurred by the Doggie Dash or its organizers as a result of actions by me that are covered by this agreement.

 Signature

 Date

Questions?

Rebecca Ramach
 Phone: (503) 416-7082
 Fax: (503) 285-0838
 rebeccar@oregonhumane.org

Oregon Humane Society
 PO Box 11364
 Portland, OR 97211
 www.oregonhumane.org



Doggie Dash Teams

A win for pets, people and companies!



Why form a company team? Because it helps:

- Build a more compassionate community
- Co-workers feel happier and healthier, and foster team spirit
- Link your company with OHS, one of Portland's most respected nonprofits

Teams receive:

- Doggie Dash team poster showing your company's support of OHS
- Team Web page (plus personal Web pages for each team member)
- Handy tips for promoting the team and helping animals in need
- The top three fundraising teams receive fantastic prizes (see prize list at Doggie Dash Website at: www.oregonhumane.org/doggiedash)

Earn a Complimentary Booth at Doggie Dash:

Companies can receive a *FREE* 10'x10' space at Doggie Dash by forming a Doggie Dash team and raising \$2,500 or more for the animals at OHS! Includes a 10'x10' canopy and may be used to promote your company or as a gathering place for teammates. Team must collect \$2,500 in donations by Thursday, May 13, 2010 to be eligible.

Who can form a team?

Team members can be co-workers, friends, family, and individuals with or without dogs – anyone who loves animals! Can't attend the Dash? People can join teams as a "Lazy Dog."

How do I start my team?

Visit www.oregonhumane.org/doggiedash to register. (Registration opens February 24, 2010.) A team captain must register first to set up their team online, then may invite others to join their team.

Questions? Call (503) 416-7082 or email: rebeccar@oregonhumane.org