



Doggie Dash Vendor Packet



We can only guarantee space for the first 30 vendors who apply, so please submit your application and payment as quickly as possible.

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 6:00-9:00 pm on 5/13/11 or 5:00-7:00am on 5/14/11. 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 and items. OHS will provide security in the park Friday night, but is not responsible for stolen goods.
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 4/30/11 will receive a refund of one-half of any fees paid. Vendors who cancel on or after 4/30/11 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 staff.
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

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 the event and a donation receipt will be given to you at that time.

- 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 and activities
 - Company name and link on OHS website, which attracts nearly 7,000 visitors a day
 - Two free registrations (including personal webpage, t-shirt, and pancake breakfast!) to be used by staff or given to special clients.
 - Opportunity to have promotional sample or item in *Doggie Bags* given to registrants. OHS will distribute bags to the first 4,200 participants. Items must be delivered to Waterfront Park at the corner of Naito Pkwy and Oak St. on May 13 between 8-11 am.
- 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.
 - One free registration (including personal webpage, t-shirt, and pancake breakfast!) to be used by staff or given to special clients.
 - Opportunity to have promotional sample or item in *Doggie Bags* given to registrants. OHS will distribute bags to the first 4,200 participants. Items must be delivered to Waterfront Park at the corner of Naito Pkwy and Oak St. on May 13 between 8-11 am.
- Good Buddy Vendor: \$350
 - 10'x10' booth space
 - Company name listed on OHS website, which attracts nearly 7,000 visitors a day.
- 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.

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: \$275 fee
- 10' x 10' canopy rental and set-up: \$150 fee

Discount: Submit your vendor application and payment to OHS before **Friday, April 22, 2011** at 5:00pm and receive a **\$100 discount** on your vendor fee.

Important Dates:

February 15: Doggie Dash Registration Opens

April 22: Deadline for \$100 discount for vendor fee

May 5: Deadline for Doggie Dash Vendor Applications

May 13: Vendor booth set-up between 6-9 pm

May 14: Vendor booth set-up between 5-7 am

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

5. **REQUIRED: Vendor Fee:** \$ _____
(\$750/\$650 Top Dog, \$500 Best Friend, \$350 Good Buddy)
6. If your application and payment is in OHS's possession by 5:00pm on Friday, April 22, 2011, you receive a \$100 discount. (\$ _____)
7. **Fee Total** (to be submitted with application) \$ _____

Please return application with payment in full to:

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

Or fax to (503) 285-0838

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 2011 Doggie Dash, a benefit for the Oregon Humane Society, on May 14, 2011. 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
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www.oregonhumane.org/doggiedash