2020 PUG CRAWL

Daimler Trucks North America ◆ ***Sunday May 17, 2020, 12 - 4 PM***

Event Organizer: Stephanie Kittrell, (503) 416-5026 or
stephaniek@oregonhumane.org

2020 Vendor Packet

1. Application Process:

- Vendor Fee: $100
- OHS reviews all applications to ensure that all items and services complement our mission and are not in direct competition with our Sponsors.
- Upon approval, an OHS representative will email you a confirmation notice. If you do not receive this notification within two weeks of submitting your application, please contact the event organizer.

2. Insurance:

- Fire, loss, theft, workers compensation (if applicable) and liability insurance in limits of $1 million and an aggregate of $2 million must be procured by the Sponsor at its own expense. The Oregon Humane Society must be named as an additional insured. Liability certificates may be obtained as an insurance rider through your current insurance provider.
- Proof of insurance does not need to be submitted with the application, but **we MUST receive proof of insurance by 5/8/20.**
- If you need assistance in meeting this regulation, contact the event organizer. You may also find this event-day liability insurance helpful (this is not an endorsement by OHS): www.actinspro.com

3. Cancelation Policy:

- Vendors who cancel on or before 5/3/20 will receive a refund of one half of the total fee.
- Vendors who cancel after 5/3/20 or do not show up for the event will not be entitled to a refund.

4. Booth Space:

- 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.
- **Each Vendor must have a canopy**—canopies should be 10' x 10'. Please also bring your own tables and chairs, unless prior arrangements are made with OHS.
- No water connections or electrical connections are provided at Vendor booths.
- You are not allowed to share your booth with another company or organization, unless approved by OHS staff.

5. Booth Setup:

- Booths are located on the property of Daimler Trucks North America. Vehicles will be able to pull close to the vendor space, but not directly next to it. We recommend bringing a cart if possible. We will have a few carts available to borrow during setup.
- Vendors may set up between 9:00am – 11:45am on Sunday, 5/17/20. Vendors may drive into the event area to unload and must be unloaded with vehicles out of the area by 11:30am.
- Vendors must pack up immediately following but ***not before*** the end of the event at 4:00pm.

6. Day of Event Regulations:

- Non-profit organizations are allowed to hand out information, but may not solicit donations.
- Neither Vendors nor any others may sell pets of any kind on or near the event grounds.
- Items given out must be safe for children and pets. Please ask owners before giving their pet a treat due to possible pet food allergies.

- Vendors will receive badges to be worn at all times during the event. Each vendor will receive 4 badges upon check-in. You need a badge for all staff helping you during the event, or they will be asked to pay for an event ticket.
- You may bring your dog with you! 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.

7. PRIZE REQUEST

- Prizes for the Pug Parade winners are greatly needed. We ask all Vendors to donate one or more items to be included in the winner baskets (there are four total winners). Providing items helps OHS to save on purchasing prizes, and funds can be saved to support the shelter animals.
- Non-profit organizations are exempt from this requirement.
- Please bring the item(s) to the event. An Oregon Humane Society representative will pick up the item from your booth and provide a donation receipt at that time.

8. OTHER VENDOR RESPONSIBILITIES:

- Sponsors are responsible for:
  - fees associated with any damage a Vendor causes to any Pug Crawl related property.
  - the safety of all money and items.
  - cleaning up their area after the event.
  - transporting all trash, compost and recyclables (i.e., cardboard) to their designated on-site receptacles.
- Per ADA requirements, Vendors will make their services and products available to all people; this may require you to exit your booth area to assist a customer if needed.
- Please understand that if any of the terms described herein are not followed, OHS may refuse your participation in this and future events.

Important Dates:

April 14: Pug Crawl ticket sales open	May 17: Vendor booth set-up between 9 -11:45am
May 1: Deadline for Pug Crawl Vendor Applications	May 17: Vendor booth clean-up/load out at 4pm
May 8: Insurance certificates due	

Terms of Service:

Organization Name:_____

I, as Vendor/legal representative of the above organization, agree to participate in the 2020 Pug Crawl, a benefit for the Oregon Humane Society, on May 17, 2020. I have read and understand all rules and regulations outlined in this packet, and agree that these regulations 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, Daimler Trucks North America, Pug Crawl organizers, volunteers, underwriters, Sponsors, Vendors, employees, as well as the owner of the area where the event is held and the owners of any Pug Crawl related property, for any action relating to the Pug Crawl, including theft, damage or injury. I agree to pay any reasonable attorney fees and costs incurred by the Pug Crawl or its organizers as a result of actions by me that are covered by this agreement.

By signing below you are agreeing to the Regulations and Terms of Service above.

Signature:_____ Date:_____

Name and title (Print): _____

2020 Vendor Application

Name/Title:

Company/Organization:

Mailing Address:

Phone:

Email: Website:

1. What do you do? Describe your business/service/organization.

2. Will you be selling any items? If yes, please list:

3. We greatly need prizes for the winners of the Pug Parade, and their owners. Please let us know if you are able to donate.

Please return signed form to the Oregon Humane Society via email: stephaniek@oregonhumane.org; fax (503) 802-6826 Attn: Stephanie, or mail to: Pug Crawl, Oregon Humane Society, 1067 NE Columbia Blvd, Portland, OR 97211.

Checks can be made out to: Oregon Humane Society; for credit card payments, please contact the event organizer.