Noche de los Gatos 2018 Vendor Application

A Benefit for the Oregon Humane Society

Just the Facts:

What:	People of all ages are welcome to the annual Noche de los Gatos event. This cat-centric festival includes vendors, music, food, drink and other fun activities. Guests can also visit with cats and kittens available for adoption through Oregon Humane Society. Please visit **www.oregonhumane.org/noche-de-los-gatos** for more information.
Date/Time:	Friday, November 2, 2018, 5:00 PM to 9:00 PM
Location:	The Commune 19 NW 5th Ave., Suite 300 Portland, OR 97209 (503) 539-4394
Visitor Numbers:	Expect to see 150 people at the event
Booth Space:	Vendors will be assigned space in the indoor event space upon arrival.
Fees:	$0 - Includes 10' x 5' booth space. Vendors must provide own table(s), chair(s), etc. If you would like more space or need tables/chairs, let us know; a limited amount are available for use.
Deadline:	**Applications are due by end of day October 22nd**. Spaces will be reserved on a first come, first served basis and will not be guaranteed until applications are turned in.
Setup:	You may arrive starting at 2:00pm for setup. The event space is located on the 3rd floor of the building. An elevator is available. Additional information regarding best place for unloading your vehicle will be announced closer to the event.
OHS Event Coordinators:	Stephanie Kittrell Phone: (503) 416-5026 Fax: (503) 802-6826 stephaniek@oregonhumane.org Alex Laskowski Phone: (503) 802-6773 Fax: (503) 802-6826 alexl@oregonhumane.org

Vendor Guidelines

Thank you for participating in the Annual Noche de los Gatos on November 2, 2018. Noche de los Gatos is an opportunity for you to interact with potential clients and users of your services and/or products. The vendor locations are designed for easy interaction with event attendees. We want you to have a positive experience while supporting the Oregon Humane Society.

We have established the following guidelines to help make your participation in the event successful for both the Oregon Humane Society and your organization. Should you have questions or needs not addressed in this packet, please contact one of the event coordinators listed on page one.

1. The Oregon Humane Society reviews all applications for vendor participation. Event organizers reserve the right to refuse distribution of any materials in conflict with the Oregon Humane Society's mission or items in competition with event materials.

2. Event organizers will determine the placement of your booth. Please check in Oregon Humane Society upon arrival for direction. Any locations determined prior to the event day may be changed or altered on the day of the event. Vendors can set up between 2:00 pm and 4:45 am the day of the event.

3. Vendors must supply their tables and chairs unless otherwise discussed.

4. You are not allowed to share your booth with another company or organization, unless approved by OHS staff.

5. Any items given out should be safe for children. Candy must be individually wrapped.

6. Any money collected through sales of items will be the responsibility of the collecting group or organization to safe keep.

7. Some electrical connections may be available. Please request in advance if needed.

8. Vendors are responsible for cleaning up their area after the event.

9. Nonprofit organizations participating in the event may not solicit for donations. They are permitted to distribute informational materials only. They do not need to hold a fundraising activity for OHS at their booth.

10. No organization or individual may sell pets of any kind on or near the event grounds.

11. Please do not bring animals with you to this event. The only animals on-site will be cats and kittens available through the Oregon Humane Society.

Noche de los Gatos 2018 Vendor Form

Name/Title:

Company/Organization:

Mailing Address:

Phone:

Email: Website:

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

2. What are you planning to do at your booth at the event?

3. We are in need of raffle items for the raffle table. 100% of all raffle sales go to help the pets at OHS. Would you like to donate a raffle item for the event? We recommend items valued at $25 or more. If yes, what?

By signing this form, I as Vendor/legal representative of the above organization, agree to participate in the 2018 Noche de los Gatos, a benefit for the Oregon Humane Society, on November 2, 2018. I agree to release the Oregon Humane Society, The Commune, and all Sponsors from any and all claims of injury, property damage, or theft that may arise during the course of this event.

_____ _____

Signature Date

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