

LEXINGTON HUMANE SOCIETY

doggie paddle

SPONSORED BY
Feeders Supply
The Pet Lovers Store

Vendor Guidelines

Saturday, Sept 9th, 2017 Woodland Park Aquatic Center

~~\$350/Premier Vendor~~ **SOLD OUT**

\$200/Secondary Vendor

OR

\$175 if committed by 8/1

7:30am-8:30am Vendor set up

9:00am Registration opens (vendors must be set up by 8:30 am)

9:00am-11:00am First Session

11:00am-1:15pm Second Session

1:15pm-3:30pm Third Session

3:30pm Vendor tear down

Food Trucks: \$200 before event or 20% of proceeds

from sales on event day with minimum \$200 donation required

Vendor Promotion/Benefits

- More than 600 attendees and their dogs gather in Vendor Village before and after their swim session.
- Vendors will receive logo recognition in event sneak peak email.
- LHS will provide one 6-foot table (and tablecloth) for vendors to display and sell their products.
- Premier Vendors receive vendor space inside the venue.
- Secondary Vendors receive space outside the venue.

Vendor Booth Space

- Each vendor is given a 12' x 12' space, location to be determined by LHS.
- Booth locations may change as determined by event staff.
- LHS will provide one 6-foot table and tablecloth.
- Vendors are allowed to bring one 10' x 10' stake-less canopy.

Day of Event-Load In & Load Out

- On Sat., Sept 9, please check in at the front of the aquatic center. We will direct you to your booth space.
- Set up begins at 7:30am. Be set up and ready to open by 8:30am.
- We have dedicated vendor volunteers to direct you to your spot and answer your questions.
- Booth may be broken down once the end of the event is announced around 3:30pm-no earlier. Vendors must be packed up by 4:00pm.
- Please plan to collect your trash and recycling.

Vendor Regulations

- You are welcome to bring your dog to the event provided they remain on leash or kenneled throughout set-up, the event and load out, are licensed, up-to-date on their Rabies vaccination, and will not pose a challenge to you or event goers. Please pick up after your pet. Please no female dogs in heat or puppies under 6 months old.
- We encourage you to be as interactive and engaging with our participants and their dogs as possible! But, always remember to ask before greeting another dog or giving a treat to children or dogs. Please no chocolate items.
- Vendors are responsible for the safety of vendor property.

Cancellation

- Please note, we are unable to offer refunds to any vendors.
- Doggie Paddle will be held rain or shine.

Parking

- Limited parking is available at Woodland Park. However, there will be plenty of additional street parking close by.

Vendor Map



* Limited parking available at Woodland park, additional street parking is available.

2017 Doggie Paddle Vendor Application

VENDOR NAME

ADDRESS

CITY

STATE

ZIP

CONTACT PERSON

PHONE

EMAIL

WEBSITE ADDRESS FOR LINK

Billing Information

- \$200/Vendor \$175 (if committed by 8/1/17) I am a food truck (20% of sales)
- Check (payable to LHS) Credit Card

Vendors must pay for vendor sponsorship 2 weeks in advance of the event.

Food truck vendors must deliver funds to LHS within 1 week of the conclusion of the event.

CARD NUMBER

EXPIRATION DATE

CVC CODE

I have read and agree to all of the Vendor Guidelines.

AUTHORIZED SIGNATURE

Please return form and payment to Ashley Marcum c/o Lexington Humane Society, 1600 Old Frankfort Pike
Lexington, KY 40504 or FAX (859)259-1598.

Questions?

Contact Ashley Marcum at (859)233-0044 x 252 or amarcum@lexingtonhumanesociety.org.