

Wagfest 2018 Vendor Terms & Conditions

Please sign, date, and return to Heather Gehrke at heather@ebhs.org.

Thank you for being a part of Elmbrook Humane Society's 2018 Wagfest event held at Mitchell Park, 19900 River Road, Brookfield, WI 53045 on Saturday, September 8th, 2018, from 11:00am – 5:00pm.

Vendors:

- Elmbrook Humane Society promotes force free training methods and their utilization to our adopters at both our facility and our public events. Elmbrook Humane Society does not condone or permit negative correction or punishment. We believe that using research based, force free training methods builds a trusting, compassionate, and mutually beneficial relationship between humans and their companions.

Insurance:

- Every vendor must provide evidence of minimum insurance requirements as outlined in Contractor/Sub contractor Insurance Requirements (see form for details).

Booth Information:

- All vendor booths are 10' x 10' spaces. All of the booths will be located outside, on grass (rain or shine) at beautiful Mitchell Park in Brookfield. Standard and premium booths are available as well as electricity.
- All vendors are responsible for their own chairs, tables, tent, and all other items needed for booth area.
- All payments are final, rain or shine. No refunds.
- No cars are allowed on the grass at Mitchell Park. Please unload in the parking lot area.
- Vendors may not sell or giveaway the same or similar products or services that Elmbrook Humane Society is offering unless approved ahead of the event. This includes but is not limited to: nosework, canvas art (dogs painting), tattoos, lure coursing, agility, pet photography (at event, vendors can promote this service outside of the event), food, and beverages.
- Fundraising for other non-profit organizations is not permitted.

Event Set-up:

- On Saturday, September 8th, vendors may start arriving at 8:00 AM for day-of event set-up.
 - Elmbrook Humane Society volunteers will be on site beginning at 8:00 AM to assist vendors with unloading chairs, tables, tent, and all other items from your vehicle.
 - After you unload your vehicle, you MUST move to remote parking area.
 - All vendors must be ready for business no later than 10:45 AM.

Vendor Information:

- Food and beverages will be on sale throughout the day through the approved Wagfest food vendors and Elmbrook Humane Society's Shelter Grill.
 - Selling of any food and/or beverages (alcoholic and non-alcoholic) at your booth (except for the approved food vendors) is not permitted and is grounds for removal from event with no refund given.
 - Discounts are not available to vendors on food, drink, or merchandise.
- Wagfest management reserves the right to restrict and alter, or evict any vendor booth that detracts from the operation of the event with no refund given.
- Vendor and their animal(s) must stay in the perimeter of their booth.

Animals:

- All animals MUST be contained or leashed at all times on a 6-foot lead (retractable leashes are not permitted).
- Prong, choke and shock collars are not permitted (force free training policy).
- All animals brought must be healthy, current on vaccinations, and properly socialized.
- Each vendor is responsible for cleaning up after his or her pet, immediately.
- Elmbrook Humane Society is not responsible for any accidents between animals at event.

Event Teardown:

- All booths MUST remain open until 5:00 PM on Saturday; absolutely NO early breakdown.
- All belongings and waste must be removed from your booth area.
- Any items left after clean up shall not be the responsibility of Elmbrook Humane Society, Wagfest management, or City of Brookfield.
- Dumpsters will be on site for vendors and Wagfest guests.

Raffle:

- We would love to give our sponsors and vendors even more exposure through our Wagfest raffle!! (Not required but appreciated)
- If you would like to donate an item or basket, please deliver your raffle item to Elmbrook Humane Society no later than Friday, August 17th, 2018.
- Depending on the number of items we receive, we may use your raffle item for another event such as Spring Gala in March 2019.
- Please mail or drop off Raffle items to:

**Attn: Auction/Heather Gehrke
Elmbrook Humane Society
20950 Enterprise Avenue
Brookfield, WI 53045**

We are looking forward to a successful event and appreciate your participation. We can't wait to see you at Elmbrook Humane Society's 2018 Wagfest!

Please do not hesitate to contact us with any questions. Call or email Heather Gehrke at 262-754-9137 or heather@ebhs.org. Please complete the following form, sign and date it, and return to Elmbrook Humane Society.

Wagfest 2018 Vendor Terms & Conditions Agreement

Organization Name & Address: _____

Contact Person: _____

Phone: _____ E-mail: _____

Description of business and/or booth:

Release and Signature

I agree to the use of images from Wagfest by Elmbrook Humane Society for promotional purposes unless otherwise noted.

I will not hold Elmbrook Humane Society, Inc., its officers, or its agents responsible for accidental loss or damage of any kind.

I have read and understand the rules and procedures for Elmbrook Humane Society's Wagfest 2018. I agree to provide proof of insurance. I agree to abide by the rules, policies, and guidelines of Wagfest and understand that failure to follow these regulations may result in my removal from this year's Wagfest and/or future Wagfest's. I understand that I will be held liable for any damages I inflict on City grounds.

Signature

Date

Printed Name

Please sign and date and return to Heather Gehrke at heather@ebhs.org.