



Vendor & Sponsor Terms and Conditions

11am–5pm | Saturday, September 26th, 2026 | Mitchell Park, Brookfield

Event Set-up:

- Vendors may arrive beginning at 9:00am on 9/26/26 for event day set-up.
- Vehicles are **not** permitted on the grass at Mitchell Park. Vendors must unload in the parking lot area or designated unloading zone.
- EBHS volunteers will be on site beginning at 9:00am to assist with unloading items from your vehicle.
- Vendors are expected to move their vehicle to a remote parking area after unloading.
- All vendors must be set up and ready for business no later than 10:45am.

Booth Information:

- Standard vendor booths are 10' x 10' spaces.
- All booths (except food trucks) are located outside and on grass.
- Electricity is available for an additional fee and should be added at registration.
- Vendors are responsible for bringing chairs, tables, tent, and all other items needed for booth area.
- Vendors and their animal(s) must stay in the perimeter of their booth.

Event Teardown:

- Booths **must** remain open until 5:00pm.
- All belongings and waste must be removed from your booth area. Waste collection will be on-site for vendors and Wagfest guests.
- Any items left behind will not be the responsibility of EBHS or the City of Brookfield and may be discarded.

General Information:

- Registration payments are final. Refunds will not be issued for any reason (including weather).
- Vendors assume full responsibility for their booth space, products, staff, and any damages or injuries caused by their participation.
- Vendors must provide a Certificate of Insurance (COI) prior to the event meeting the minimum insurance requirements as outlined in the Event Insurance Requirements (see form for details).
- Vendors may not sell or distribute products or services that directly compete with EBHS offerings unless pre-approved in writing. Check the Activities section of the Wagfest page on the EBHS website for a full list of activities.
- Only approved food vendors are permitted to sell food and/or beverages.
- Fundraising for other non-profit organizations is not permitted.
- EBHS reserves the right to restrict, alter, or evict any vendor booth that violates these terms and conditions or detracts from the operation of the event with no refund given.

Animals:

- Wagfest is a force-free event. The use of prong, choke, or shock (electronic) collars, or any form of aversive training or punishment, is not permitted.
- All animals must be contained or leashed at all times on a 6-foot lead (no retractable leashes).
- All animals brought to the event must be healthy, current on vaccinations, and properly socialized.
- Each vendor is responsible for immediately cleaning up after their pet.
- EBHS is not responsible for any altercations between animals at event.