

Auburn Parks, Arts & Recreation Petpalooza 2018 General Vendor Application Deadline: April 6, 2018



About Auburn's Petpalooza

Date: Saturday, May 19, 2018

Time: 10:00 a.m. – 5:00 p.m.

Location: Game Farm Park, 3030 R Street SE

Event profile: An event for pet lovers and a special day for your four-legged family member or other furry friend. The event kicks off with the 9:30 a.m. Dog Trot Fun Run. The event, free to attendees, also includes live entertainment, frisbee dog activities, a petting zoo, the 'Unleashed' pet contest, an agility area, adoptions, vaccinations and other services, inflatable rides and childrens' activities, over 150 vendor booths, give-a-ways and lots of activities to keep both humans and pets entertained.

Anticipated event attendance: 16,000+

Selection Criteria and Booth Information:

- Booths are uncovered 12' x 12' space (activity vendors may be granted additional space). Vendors must supply their own materials (canopies, tables, electrical cords, signs, etc.) and are responsible for all set-up and take-down. Vendors are required to stay in their assigned space and required to stay for the duration of the festival.
- Payment must accompany application. Unapproved applications and payments will be returned to you.
- Any vendor that has animals on-site (for display or adoption) must provide the City of Auburn with a copy of their liability insurance. Accepted activity vendors (and those required vendors) must provide proof of insurance, by April 30, 2018 for one million (\$1,000,000) dollars naming the City of Auburn as additional insured.
- Artists must submit photographs or images of your work. Include a self-addressed stamped envelope if you want photographs returned.
- Electricity is available on a limited basis (see below for fee structure). Payment must accompany application. If you're bringing your own source of temporary power, you're required to obtain and L&I Permit and schedule your inspection. Please contact L&I directly at 206-835-1000.
- The City of Auburn does not require a percentage of sales. Vendors keep all of their revenue.
- No refunds after the early application deadline of April 6, 2018. Prior to the deadline, refund will be given less \$5.
- Complete event information will be **e-mailed** the week of April 30.

General Vendor Definitions and Fees

Please check the appropriate fees. Enter quantities where necessary.

Non-Profit/Rescue Vendor or Animal Club: Any pet-related, non-profit agency or club. Non-profit certificate must accompany application form to receive non-profit rate. Vendors in this category are limited to no more than two booth spaces.	\$15 - on or before April 6 \$18 - after April 6	\$
Arts & Craft Vendor: Handmade pet crafts/items. Commercially produced and imported goods will not be accepted in this category. Artists must submit photographs or images of your work (see above).	\$45 - on or before April 6 \$54 - after April 6	\$
Service Vendor: Any professional whose primary purpose is to provide an animal/pet related service. Service vendors may charge fees and/or distribute marketing materials.	\$110 - on or before April 6 \$132 - after April 6	\$
Activity Vendor: Any business/organization who provides an animal/pet related activity. Activity Vendors may charge fees for their activities. Activity vendors must provide proof of insurance (see below). Activity vendors may be approved for more than a 12' x 12' space.	\$125 - on or before April 6 \$150 - after April 6	\$
Commercial/Retail Vendor: For example, a business, enterprise, firm, company or other organization engaged in the trade of goods, services or both to consumers to make a profit for their company.	\$350 - on or before April 6 \$420 - after April 6	\$
Electricity: Check amps needed. Limited support available.	<input type="checkbox"/> 1-29 amps/1-3,480 watts = \$50 # of amps/watts needed: _____ <input type="checkbox"/> 30-50 amps/7.2kw-12kw = \$100 # of amps/watts needed: _____ <input type="checkbox"/> 50 amps/12kw (call for pricing)	\$
TOTAL (ADD ALL LINES, FILL IN PAYMENT INFORMATION ON REVERSE)		\$

APPLICATION DEADLINE IS APRIL 6, 2018

Applications received after April 5 will be considered on a space-available basis.

Opportunities are available for commercial/retail businesses through various event sponsorships. Call 253-931-3052 for more information.

Auburn Parks, Arts & Recreation • Petpalooza 2018

General Vendor Application • Deadline: April 6, 2018

Contact Name:		
Business Name: (***)Non-profit certificate must accompany application form to receive non-profit rate).		
Have you participated in Petpalooza before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what year(s)?	Will you have adoptable or rescue animals at the festival? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Vendors with adoptable animals on-site must provide proof of insurance, by April 30, for one million dollars (\$1,000,000), naming the City of Auburn as additional insured.)</small>	
Address:		
City:	State:	Zip:
Phone:	Email:	
Website:	Do you/your group plan to stay in an Auburn hotel related to this festival? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many people will use hotel? _____	
Describe any special set-up or space requirements:		

Please include a complete list of items that you plan to sell or activities/services that you wish to charge for. Please also include a list of items you plan to give-a-way from your booth space. General vendors are not permitted to give-a-way or sell food or beverage items and are only approved to sell items listed on this form. (Attach additional items on a separate piece of paper if necessary):

1.	\$	5.	\$
2.	\$	6.	\$
3.	\$	7.	\$
4.	\$	8.	\$

PAYMENT INFORMATION (Total \$ _____)			
Method of Payment (check one)	<input type="checkbox"/> Check enclosed (Make payable to Auburn Parks, Arts & Recreation)	<input type="checkbox"/> Credit Card (fill in information below)	
CARDHOLDER NAME (please print)	CARD TYPE (check one): <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER		
CARD NUMBER	3-DIGIT SECURITY CODE	EXP. DATE	
CARDHOLDER SIGNATURE			DATE

INSURANCE – The City does not maintain insurance that will respond to claims against the applicant arising out of the use of the booth by the applicant, its members, or those attending the event. Depending on the type of event you are planning, and the activity and risk level of your group, you may be required to obtain bodily injury and property damages liability insurance in accordance with City policy, name the City as an additional insured on the policy, and be responsible for obtaining said insurance. After reviewing this application, the City will determine whether you must obtain liability insurance.

AGREEMENT – The Applicant agrees to defend, indemnify and hold harmless The City, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the cost of their defense, arising in favor of the Applicant, the Applicant's employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out of the acts or omissions of the Applicant, its employees or representatives, concessionaires of the event or any other person or entity, except for liability caused due to the sole negligence of the City. My signature also indicates that I have read and agree to the details outlined in the "Selection Criteria and Booth Information" on the reverse side of this application.

Signature: _____ Date: _____

PHOTOCOPY FOR YOUR RECORDS AND RETURN ORIGINAL FORM BY APRIL 6, 2018 TO:
 Auburn Parks, Arts & Recreation Department – Petpalooza 2018 • 910 9th Street SE • Auburn WA 98002
 Fax: 253-931-4005 • Email: kpachciarz@auburnwa.gov • For more information, call 253-931-3043