

2023

# Vendor Village Application

## Join the Vendor Village at the HSSW 2023 Walk/Run in Esther Short Park, May 6, 2023!

Located in Esther Short Park, vendor booths will be visited by nearly 800 participants, plus nearly 200 farmer's market shoppers, and, of course, furry companions. Vendors are encouraged to provide interactive activities and promotional swag. Registration fees support HSSW's mission to rescue, return, restore, rehome, and reconnect, one animal at a time.

**Vendor registration fee - \$150**  
(\$100 non-profit rate)

**Submit completed application with payment and completed certificate of insurance\* by April 14, 2023.**

Once your application is received, we will review and send a confirmation via the email you provided with your booth number and additional information.

### VENDOR BOOTH SPACE INFORMATION

- Each vendor is given a 12' x 12' space, location to be determined by HSSW.
- Booth locations may change as determined by event staff.
- Vendors provide all tables, chairs and banners.
- Vendors are required to provide a 10' x 10' **stakeless** canopy. We highly recommend the use of weights to keep your canopy in place.
- Electricity is available for a limited number of booths and provided on a first-come, first-served basis based on date of application submission.

### VENDOR REGULATIONS

- You are welcome to bring your dog to the event provided that they remain on leash or kenneled throughout the event, are licensed and current on Parvo and Rabies vaccinations 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 walkers, runners and dogs as possible! But, always remember to ask before greeting another dog or giving a treat to children or dogs.  
**Please no chocolate items.**
- Park or any Walk/Run for the Animals related damages (including grass damage) are the responsibility of the vendor. Vendors will be held responsible for any fees associated with the damage.
- Vendors are responsible for the safety of vendor property.

### \*INSURANCE

- A certificate of Commercial Liability insurance with a limit of not less than \$1,000,000 (\$1 million) per occurrence of bodily injury or property damage is required. The certificate will name the Humane Society for Southwest Washington as additional insured and provide for 30 days notice of cancellation. Said certificate will further be provided at the consummation of this agreement.
- Need insurance? Purchase a one-day policy for \$49 at [actinsurance.com](http://actinsurance.com).

### CANCELLATIONS

- Half-refunds will be given for vendors that cancel on or before April 14, 2023.
- Refunds will be not given after April 14, 2023 including at the event, May 6, 2023.

### Event Schedule

**5:30 am - 7:30 am**  
**VENDOR SET UP**

**7:30 am**

Walker/Runner Registration Opens  
(vendors must be set up by 7:30 am)

**9:00 am**

Run & Walk start

**7:30 am to 11:30 am**

Party in the Park begins

**11:00am**

Fundraising Awards Ceremony

**11:30 to 2 pm**

**VENDOR TAKE DOWN**

**(Please do not plan to leave early.)**

2023

# Vendor Village Application

**Please submit this form with payment & certificate of insurance by April 14, 2023.**

Vendor Name

Address

City

State

Zip Code

Contact Person

Phone(s)

Email

Website address (for link on HSSW website)

Product, service or activity to be offered

Unified Business Identifier (UBI) Number

UIB numbers are issued by Washington State Department of Revenue. Temporary permits are available free of charge, (800) 647-7706. Form can not be processed without number.

## Electricity

110 electricity is available for a limited number of booths. Electricity will be granted in order of vendor registration submission. Need power:  Yes  No

## Sales

Does your organization plan to (check all that apply)  Sell Products  Give away Promotional Items

## Payment

We offer two payment options

- [Pay online](https://hssw.org/walksponsor) (hssw.org/walksponsor) via our secure payment system
- Send a check payable to Humane Society for Southwest Washington, attention Emily Stennes  
1100 NE 192nd Ave, Vancouver, WA 98684

**Payments & Cancellation Policy:** Execution of this vendor agreement signifies assumption of legal responsibility to pay for all fees as stipulated on the form. Vendor fees must be paid in full by **April 14, 2023**. Cancellations must be in writing and if vendor fees already paid, will be issued a half-refund within 30 days in the same manner as originally paid. No refunds will be issued for cancellations received after **April 14, 2023**. For tax reporting purposes, the Humane Society for Southwest Washington is a tax-exempt organization as described in 501(c)3, tax ID# 91-0759124. Sponsorship levels are not contingent upon the level of attendance and sponsors are not guaranteed an exclusive provider arrangement. Use of the HSSW name and logo and the sponsor's name and logo are limited to promoting this event and not general or ongoing use. Sponsors will receive a donation acknowledgment letter and no substantial return benefit.

Signature

Date

## Form & Certificate of Insurance Submission

Submit completed and signed form digitally along with your certificate of insurance via email to [estennes@southwesthumane.org](mailto:estennes@southwesthumane.org), or print and mail to 1100 NE 192nd Ave, Vancouver, WA 98684, attention Emily Stennes.