



2018 Vendor Application

Pet Walk is Green Bay's favorite annual walk for animals. This year's 19th annual walk will be held **Saturday, June 2, 2018 right on the grounds of the shelter**. People and animals will visit vendors before and after the race, so you'll receive exposure to hundreds of animal lovers & their companions at one event! Every vendor for Pet Walk 2018 is required to abide by the following rules and guidelines in order to participate.

Pet Walk Vendor Guidelines:

1. All items and services being sold and promoted at Pet Walk complement the mission of WHS and are not in direct competition with our media, corporate or in-kind sponsors.
2. WHS will determine the location for each vendor & exhibitor's space. Any locations determined prior to the event day may be changed or altered on the day of the event by event staff.
3. No water or electrical connections are available at vendor booths.
4. Each vendor is allotted a 10' x 10' space. Vendors are responsible for bringing their own table, chair and/or tent.
5. You are responsible for your own loading, unloading and tent set-up. **Vendors can set up between 7:00 a.m. – 7:45 a.m. the day of the event, but must be ready by 7:45 a.m.** Plan to arrive early to unload your car and then move to the street or in the Immels parking lot while spots are available.
6. Vendors must pack up immediately following, but not before the end of the event at 12:00 p.m.
7. Vendors are responsible for cleaning up their area after the event.
8. Items given out should be safe for children and animals
9. You are requested to provide only those services or products described on your application form.
10. Nonprofit organizations are allowed to hand out information, but not solicit donations.
11. Neither vendors nor others may sell animals of any kind on or near the event grounds.
12. Vendors who cancel on or before 5/25/18 will receive a refund of one-half of the fees paid. Those who cancel after 5/25/18 or don't show up on event day, will not be entitled to a refund.
13. You may not "sublet" your booth space in whole or part. You are also not allowed to share your booth space with another organization or company, unless approved by WHS staff.
14. Please understand that if any of the terms described herein are not followed, WHS may refuse your participation in this and future events.
15. Your signature on the application form signifies that you understand all rules outlined herein and agree that these rules represent a contract and that no other agreement shall be binding between the parties.

RELEASE: I, as vendor/exhibitor/legal representative of the organization listed below, agree to participate in Pet Walk 2018, a benefit for the Wisconsin Humane Society Green Bay Campus, on June 2, 2018. I hereby hold harmless and release the Wisconsin Humane Society, Pet Walk organizers, volunteers, underwriters, sponsors, employees, as well as the owners of any Pet Walk related property, for any action relating to Pet Walk, including theft, damage or injury. I agree to pay any reasonable attorney fees and costs incurred by Pet Walk or its organizers as a result of actions by me that are covered by this agreement.

I have read and agree to the above terms and conditions.

Name (*please print*): _____

Company/Vendor name: _____

Signature _____ Date _____

2018 Pet Walk Vendor Information

Name/ Title _____

Company/ Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Description of business / organization _____

Will you be selling any items? Yes No

Description of items you plan to display or sell at your booth _____

Booth Fees:

\$15 (*non-profit or rescue*)

\$35 (*for-profit*)

As a vendor, your logo will go on the Pet Walk webpage.

Please submit your logo by 5/25/18 to petwalk@wihumane.org.

Payment Method

Cash

Check made payable to **Wisconsin Humane Society Green Bay Campus** or **WHS** enclosed. Check # _____

Credit card VISA MC Card # _____ Exp. Date ____ / ____

DISCOVER Signature _____

Please return application and payment in full by Friday, May 25, 2018 to:

Wisconsin Humane Society Green Bay Campus

Attn: Pet Walk

1830 Radisson St.

Green Bay, WI 54302