



For the Love of Pets Benefit Festival

General Vendors

This community festival benefits local shelters and rescues throughout Central Oregon – 100% of funds raised at the festival are donated back to these nonprofits. The festival is free, family-friendly (both two- and four-legged) and includes an IPA tasting, music, delicious food, dozens of vendors and adoptable animals galore. For the Love of Pets aims to build a stronger community by bringing people together through a shared love of pets.

General Vendor Basics

- Cost of 10x10 booth space (equipment not provided) is a minimum \$25 donation or silent auction/raffle item worth \$25 or more. Proof of nonprofit status waives fee.
- A \$10 late fee is incurred for any vendors that sign-up after the 2020 application deadline of Wednesday, July 1, 2020. This late fee can not be paid in-kind.
- Dumpster and one water source on-site. Electricity is limited at this event. As a result, light weight generators (less than 50 lbs.) are welcome.
- Vendors must provide own equipment (e.g. canopies, table and chairs) and a minimum of one trash can at their station for the public to use. Contents can be emptied into the assigned on-site dumpster.
- Vendors are responsible for leaving the area in the same condition they found it.
- Packets detailing set-up times, parking, etc. will be sent to vendors no less than two weeks prior to the event.
- Vendors are required to stay open for the entire duration of the event.

Contact information

Raelyn Cichosz	Event Coordinator
Phone:	(541) 279-3005
Email:	FLPBenefit@gmail.com
Mailing address:	2939 N.W. 9 th Lane Redmond, OR 97756

WHERE:

American Legion Park
850 S.W. Rimrock Way
Redmond, OR 97756

WHEN:

Saturday, July 18, 2020 11 a.m.-5 p.m.

SET-UP:

Day of event from 7-10:30 a.m.

All vehicles must be moved to the assigned locations by 10:30 a.m. Specific set times and parking locations will be assigned no later than July 6, 2019.

WEATHER:

The festival will not be canceled due to rain. This is an outdoor event and as such, vendors and booths need to be prepared for all types of weather.

VENDOR SPACE:

Booth space is limited to a single 10x10 space (including tent, wires, poles, etc.). Come prepared for all types of weather – booth must be secured in case of windy conditions. Larger spaces and/or carts can be accommodated with adequate notice and an additional fee. If doing business out of a truck or trailer, the weight needs to be included on the application. Signage and some items can be adjusted outside of this 10x10 space once all vendors have loaded in.

ELECTRICITY:

Electricity is limited at this event, so light weight generators (less than 50 lbs.) are welcome. If unable to supply generator but would like electricity provided to booth, please specify this in the application. We are able to accommodate some electrical needs provided the vendor only needs a standard outlet and is able to bring the necessary extension cords. A fee may be incurred if outside equipment is needed.

REQUIREMENTS:

The exhibitor will be responsible to remain open during the entire event. Vacating early can create a hazardous environment for other vendors and attendees. Vendors that have animals may remove them prior to event end, but the booth must remain open. Vehicles are **NOT** permitted on park grounds at any time during the event. All tripping hazards, such as any cords or wires, must be secured. Booths must be secured with cinder blocks, weights or water barrels – stakes are not allowed in Redmond parks. Exhibitors are responsible for setting up, maintaining and removing their booth, merchandise and trash. Trash can be disposed of in the designated dumpster. Any ice must be disposed of in tree wells and not on the grass, which causes damage.

DEADLINE:

Forms must be returned and payment made by July 1, 2020 to be included in the event. Late applications will incur a late fee of \$10.

Priority for booth locations will be given to earliest confirmed vendors. Additionally, custom accommodations can be requested for early confirmations.

PAYMENT (non-refundable once confirmed for event):

Includes a 10x10 space – this includes room to place any equipment and signage. Generators do not have to be included in this space if an early request is made. Proof of nonprofit status required to waive \$25 fee.

By Check (minimum \$25)

Please make checks out to *For the Love of Pets*. If certain items are needed to confirm payment, such as an invoice, please email FLPBenefit@gmail.com.

Checks can be mailed to the below address:

For the Love of Pets
Attn: Raelyn Cichosz
2939 N.W. 9th Lane
Redmond, OR 97756

By Cash or Silent Auction Item (minimum \$25 donation and/or item worth at least \$25)

Cash or items can either be mailed to the above address or drop-off arranged. To arrange a drop-off time, please email Raelyn at FLPBenefit@gmail.com.

Card payments are not accepted.

FOR THE LOVE OF PETS BENEFIT FESTIVAL GENERAL VENDOR APPLICATION

Business Name: _____
Contact Name: _____ Phone: _____
Street or P.O. Box: _____
City: _____ State: _____ Zip code: _____
Email address: _____
Amount of time needed for set-up: _____
Weight of trailer (if applicable): _____
Supplying own generator? ☐ YES ☐ NO
Do you need electricity provided to the booth? ☐ YES ☐ NO
Type of booth: _____
_____ BUSINESS _____ GAME/ACTIVITY _____ NONPROFIT
_____ ART/CRAFT _____ OTHER (please specify: _____)
Please include a detailed description of the products/services being offered:

CONDITIONS

1. All locations will be assigned.
2. Vendor parking is provided in designated areas only with the exception of load-in and load-out times.
3. Vehicles are NOT permitted in the park during the event.
4. Vendors are required to keep their booth open during the entire event.
5. Vendors are responsible for leaving the area in the same condition they found it.
6. Payment, arrangement of payment or proof of nonprofit status is due with the application. All fees are non-refundable.

For the Love of Pets and/or its affiliates will not be held responsible for any liability; lost, stolen or damaged merchandise; or any injury incurred during the For the Love of Pets Benefit Festival.

Signature of Participant

Date

Print Name

Thank you for your support!