

# Monmouth County SPCA

## 25th Anniversary Dog Walk + Pet Fair

### Saturday, April 27th 2019 | Brookdale Community College

#### VENDOR OPPORTUNITIES

- Vendor Plus**..... \$250  
 Preferred 10'x10' table space at the event (1 table and 2 chairs included)
- Basic Vendor**..... \$100  
 Assigned 10'x10' table space at the event (table and chairs not included)
- Non-Profit Vendor\***..... \$50  
 Assigned 10'x10' table space at the event (table and chairs not included)  
*\*2 free tables will be given to deserving non-profits. Some conditions apply.*
- Food Truck Vendor**..... \$50  
 \*This does not include fees to Middletown Twp. Please contact the Health Department for more information, 732-615-2096.

#### TABLE VENDOR FAQ's

- **Can I bring a tent?** Yes, but it cannot be larger than 10'x10'
- **Do I need to bring my own table?** Only basic and non-profit vendors need to bring their own tables and chairs.
- **Can I change my vendor arrival time?** Please contact [events@monmouthcountyspca.org](mailto:events@monmouthcountyspca.org) and we will do our best to accommodate you.
- **Is WIFI available?** Unfortunately, there is no WIFI, please plan accordingly.
- **Can I request my table to be near another business or preferred spot?** Yes, please contact [events@monmouthcountyspca.org](mailto:events@monmouthcountyspca.org) and we will do our best to accommodate you.
- **Is there an ATM on campus?** Yes, there is an ATM in the Student Life Center.
- **Can I bring my dog?** Yes, please register your dog by contacting [events@monmouthcountyspca.org](mailto:events@monmouthcountyspca.org) or call 732-440-1548 and be sure to include your method of payment (\$10 per dog) and also a copy of his or her current rabies vaccination certificate so you don't have to wait in the vet call line.
- **I am a non-profit organization, can I apply for a free table?** If your non-profit has not received this benefit in the past, you may qualify for this perk. Proof of 501(c)3 status is a must!
- **Are staff or volunteers available to help me unload?** A limited amount of volunteers will be available to help bring your items to your designated vendor spot (they can help with ONE moving trip only). Please consider bringing a hand cart if you have heavy items.
- **When is the last day that I can sign up?** We can accept vendors up until the day before the event as long as payment is received upfront.

#### FOOD VENDOR FAQ's

- **When is the last day that I can sign up?** All paperwork and fees to the Monmouth County SPCA and also Middletown Township must be in at least 2 weeks before.
- **What time should I arrive?** Middletown Township usually does an inspection 2-3 hours before the event starts, please plan accordingly.
- **Can I place signs in the parking lot with my menu or advertisement?** Yes, of course.
- **Will my food truck be the only one serving a certain type of food?** We do our best to find food trucks serving different varieties.
- **Is WIFI available?** Unfortunately, there is no WIFI, please plan accordingly.

#### IMPORTANT

##### **Inclement Weather Information**

A staff member from the Monmouth County SPCA will notify all vendors as soon as possible via email. You can also call 732-440-1548 for an updated automated message or call/text 732-778-6752. Updates will also be on our facebook page and event website. Rain date is Sunday, April 28th, same time and place.

**Questions?** Email [events@monmouthcountyspca.org](mailto:events@monmouthcountyspca.org) or call 732-440-1548.

**Event website:** [mcspcadogwalk.org](http://mcspcadogwalk.org)




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Please submit the form below with payment by:

**Mail** 260 Wall Street, Eatontown, NJ 07724

**Fax** 732-542-4552  **Email** events@monmouthcountyspca.org

#### PLEASE COMPLETE THE FOLLOWING

Vendor Level \_\_\_\_\_  
 Company \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

#### PAYMENT OPTIONS

Enclosed is a non-refundable check in the amount of \$\_\_\_\_\_ made payable to 'MCSPCA Dog Walk.'

Please charge my credit card (Visa, MCard, AMEX, Discover)  
 Card # \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ Sec. Code \_\_\_\_\_  
 Signature \_\_\_\_\_

Please call me for my credit card information at \_\_\_\_\_

I cannot participate at this time, please accept my donation in lieu of \$\_\_\_\_\_ to help the animals.

#### ADDITIONAL VENDOR INFORMATION

Description of product/services to be sold/ marketed

**Bringing a dog to the event?**  Yes  No

*\*\*All dogs in attendance (walking or not) must be registered and have proof of rabies vaccination! This ensures that every dog has gone through the required screening process. Registration fee is \$10. All dogs will receive a 2019 doggie bandana at the event as proof of registration.*

I would like to donate a minimum of 10% of my net proceeds to the MCSPCA. In exchange, my vendor space will include special signage to highlight my extra support. \*This does not take place of the vendor fee.

I am selling or distributing edible product (for people or pets) and have enclosed a certificate of liability insurance with this form. Listing general liability and naming Brookdale Community College as an additional insured. \*Certificates must be received prior to the event.

I am a non-profit organization and agree to bring informational materials, giveaways, or merchandise. I agree that I will not collect or solicit any monetary donations, if caught by event staff or a volunteer, I understand that I may be asked to leave the event.

Notes \_\_\_\_\_

**Priority placement is given to sponsors and returning vendors.  
 Space is first come, first serve.**

**WAIVER** My company and I agree that by participating in the 2019 Monmouth County SPCA Dog Walk + Pet Fair on Saturday, April 27, 2019, or on the rain date of April 28, 2019, from 10 AM – 3 PM, I do so at my own risk. In consideration for participating in the event and for the other good and valuable consideration, receipt of which is hereby acknowledged. My company and I hereby release and forever hold harmless Brookdale Community College, the MCSPCA and their directors, officers, employees, agents and volunteers and their heirs, successors, assigners, and personal representatives from any liabilities, losses, costs, expenses, damages or injuries whatsoever, sustained by me, anyone in my company or my property or equipment in connection with the event, the MCSPCA reserves the right to deny applications or prohibits any exhibit not in character with their mission. By signing this document, I agree to all terms and conditions of the waiver and indemnifications above my signature. Unsigned entries will not be accepted.

Signature \_\_\_\_\_ Date \_\_\_\_\_