Friends of the Burlington County Animal Shelter

www.friendsofbcas.org

2022 Paw Prints 5K & Pet Fest Organization/Vendor Application

General Information

Date: Sunday, October 9th, 2022
Time: 10 a.m. to 3 p.m.
Place: Smithville Park, Eastampton
Sponsored by the Friends of Burlington County Animal Shelter and Burlington County Board of County Commissioners, this is a family-friendly 5K pet festival that will include a 5K run/walk, one mile fun walk, animal agility games, demonstrations, exhibits, food vendors and more! We accept exhibitors and vendors with an animal-friendly message or products or services appropriate for families. No political or controversial handouts, soliciting or petitioning are permitted at this event.

Fees

A $60 vendor fee is required with the application for a 10' x 10' space. Vendors/exhibitors are expected to supply all their exhibit needs, including table(s), chair(s) and canopy, if applicable. There is a $60 fee for each additional space. Vendor is a company or organization of 5 employees or less. Larger companies will be considered sponsors and applicable fees will apply. There is no fee for non-profit organizations, veteran-owned businesses or government agencies/organizations.

Deadline

Applications MUST be received by September 16, 2022.

Early Bird and Summer Special Rates

Early Bird: Vendors who submit their fee no later than April 15, 2022, along with a properly completed vendor application and all related forms will receive an early bird rate of $50.00.
Summer Special: Vendors who submit their fee no later than August 15, 2022 along with a properly completed vendor application and all related forms will receive a summer special rate of $50.00.

Screening

All applicants will be screened by the Paw Prints 5K Pet Fest planning committee for participation. Primary factors considered for acceptance are: appropriateness of product, service or message with an animal-friendly focus or products or services appropriate for families; previous years' participation; and timeliness and completeness of returned application. This application does NOT guarantee a space. All vendors will receive a notice of either acceptance or rejection. Once accepted, the vendor fee is non-refundable. If not accepted, your fee will be refunded.

Food Vendor Permits

All food vendors must have permits and forms approved in writing by September 16, 2022. Please contact carolynw@friendsofbcas.org for copies of these forms. Food vendors also must have a current inspection or approval to operate letter from the Burlington County Health Department. Any vendor that is frying or has a fryer in their setup must have a suppression system for the fryer, must have a current inspection on the system showing it to be in working order, must have a class K extinguisher and must have a current tag as of September 16, 2022. The assistant fire marshal will be on site at the event to conduct inspections and approvals.

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Vendor/Exhibitor Name:			
Address:	**City:**	**State:**	**ZIP:**
Phone:	**Cell:**		
Contact Person:			
Email:	**Website:**		
Description of product/service/demonstration:			
Number of spaces requested:			

Checklist of necessary items -- *incomplete applications or applications lacking related forms will NOT be considered.*

- ❏ Complete and sign application. Deadline is April 15, 2022 for early bird rate, August 15, 2022 for the summer special rate and September 16, 2022 for regular rate, or until spaces are filled.
- ❏ Enclose a check for $50.00 for early bird and summer special rate or $60.00 for regular rate for each 10' x 10' space requested. Please make a check payable to Friends of BCAS or we accept VENMO @FriendsofBCAS. Please notate PetFest and 5K Vendor Fee when sending.
- ❏ If you are a non-profit, please enclose a copy of your non-profit status form with your application.
- ❏ Enclose a SIGNED copy of the rules, regulations and hold harmless forms.
- ❏ Enclose a copy of your insurance certificate, if applicable, or forward the information regarding insurance requirements to your insurance agent.

Mail or email carolynw@friendsofbcas.org completed application, check (if applicable) and any other forms to:

Friends of BCAS/PawPrints2022/Vendor
3111 Route 38, Suite 11 #238
Mount Laurel, NJ 08054

For more information, email carolynw@friendsofbcas.org

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Rules, Regulations and Hold Harmless Forms

- No food items may be sold unless appropriate forms and permits are approved in writing at least two weeks in advance by the Burlington County Health Department and fire marshal for food vendors using fryers and/or open flame.
- No crafter/vendor will be granted exclusive rights to sell particular products or services.
- All vendors/exhibitors must have their displays in place and operational no later than 9 a.m.on October 9, 2022. Anyone arriving after that time will not be permitted to exhibit.
- All vendors/exhibitors cannot break down their space before 3 p.m.
- All exhibits must be in good taste. Pornographic, obscene or offensive items are absolutely unacceptable and will not be permitted. The Friends of the Burlington County Animal Shelter reserves the right to order unacceptable items removed from the exhibitor area.
- No political campaigning and/or solicitation activities by organizations and/or persons may be conducted during this event.
- Non-profit social service organizations, veteran-owned businesses, government agencies and other non-profit community groups are invited to participate at no charge.

I have read the above regulations and agree to abide by them in their entirety.

Print name: _____

Signature: _____ **Date:** _____

The vendor/organization shall be solely responsible for and shall keep, save and hold harmless the Friends of the Burlington County Animal Shelter and the Burlington County Board of Chosen Commissioners, their servants, volunteers and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith on account of personal injury, loss of life, and damage and loss of real and personal property of any person, agency, corporation or government entity arising out of or in consequence of any acts or omissions of vendor, his employees, agents and sub-vendors, in connection with vendor's/ organization's participation in the 2022 Paw Prints 5K Pet Fest.

Your application will be reviewed by Burlington County risk management and fire marshal offices. There may be some exhibits, demonstrations or activities that require the vendor/exhibitor to provide proof of insurance acceptable to the county and/or fire permit.

Name of organization: _____

Print name of contact person: _____

Signature of contact person: _____ **Date:**_____

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Insurance Requirements

Anyone providing the following activities will need to provide proof of insurance; if you're not providing any of the activities below, simply complete the vendor form and sign the rules, regulations and hold harmless forms.

Food vendors, vendors giving away pet food samples, vendors/organizations providing activities such as a "moon bounce" and anyone bringing animals to the Pet Fest event are to provide an insurance certificate with the following requirements:

1. Commercial General Liability coverage, for Personal Injury and Property Damage Liability of not less than one million ($1,000,000) combined single limit for each occurrence and two million ($2,000,000) annual aggregate; and

2. Please list the Friends of the Burlington County Animal Shelter and Burlington County Board of County Commissioners as additional insureds under the General Liability. This can be a statement in the description box of the certificates; and

3. All Statutory Workers' Compensation and employer liability coverage required to be held by law (if applicable); and

4. The certificate holder should be Friends of the Burlington County Animal Shelter, 3111 Route 38, Suite 11 #238, Mount Laurel, NJ 08054. A separate certificate shall be issued for Burlington County Board of County Commissioners, 49 Rancocas Rd., PO Box 6000, Mt. Holly, NJ 08060.

5. You can forward this information to your insurance agent. If they have any questions, please have them call the Burlington County Risk Management Office at 609-702-7078 for assistance.