

# PLYMOUTH PARKS & RECREATION PRESENTS:



## 2016 VENDOR REGISTRATION FORM

HILDE PERFORMANCE CENTER // 3500 PLYMOUTH BLVD, PLYMOUTH, MN

SATURDAY, MAY 21, 2016 // 10:00 AM - 2:00 PM

### CONTACT INFORMATION

COMPANY NAME: \_\_\_\_\_ COMPANY PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

PROVIDING AN EVENT DOOR PRIZE: YES / NO

PROVIDING A GIVEAWAY AT YOUR BOOTH: YES / NO

### SPONSORSHIP OPPORTUNITIES

- EVENT SPONSORSHIP INCLUDES LOGO ON ALL PROMOTIONAL/MARKETING MATERIALS
- EVENT SPONSORS RECIEVE A FREE BOOTH DURING THE BARK IN THE PARK EVENT

\_\_\_\_\_ EVENT SPONSORSHIP // \$250

### BOOTH REGISTRATION

- EACH BOOTH WILL CONSIST OF A 10' X 10' SPACE, TABLE, 1 CHAIR
- COMPANY NAME & COMPANY PHONE WILL BE LISTED ON THE CITY'S WEBSITE
- ELECTRICITY IS AVAILABLE FOR A FEE OF \$20 PER BOOTH

#### VENDOR BOOTH OPTIONS

- \_\_\_\_\_ VENDOR BOOTH // \$150
- \_\_\_\_\_ ADDITIONAL STANDARD BOOTH // \$75
- \_\_\_\_\_ NON-PROFIT OR PET RESCUE ORGANIZATION // \$50
- \_\_\_\_\_ ELECTRICITY // \$20

\$\_\_\_\_\_ TOTAL



## VENDOR SERVICES

THE CITY OF PLYMOUTH IS LOOKING FOR VENDORS TO PROVIDE SERVICES ONSITE THE DAY OF OUR EVENTS TO OUR ATTENDEES. SOME OF THE OPTIONS ARE LISTED BELOW. IF YOU ARE INTERESTED IN SETTING UP AN AGREEMENT OR SPONSORSHIP WITH THE CITY, PLEASE CONTACT KARI AT 763-509-5220 OR KHEMP@PLYMOUTHMN.GOV ASAP.

\_\_\_\_\_ LOW COST VACCINATIONS

\_\_\_\_\_ CHIP PLACEMENT

\_\_\_\_\_ PET PHOTOS

\_\_\_\_\_ PET ADOPTION\*

\_\_\_\_\_ ID TAG CREATION

\_\_\_\_\_ "ASK THE VET"

\_\_\_\_\_ NAIL TRIMMING

\_\_\_\_\_ GROOMING

\_\_\_\_\_ OTHER

\* PROOF OF RABIES AND DISTEMPER VACCINATIONS SHOULD BE ON-HAND

## ON-SITE PRODUCT SALES

VENDORS ARE ALLOWED TO SELL PRODUCTS FROM THEIR BOOTH. PLEASE PROVIDE A LIST OF ITEMS BEING SOLD FOR EVENT STAFF APPROVAL.

### PRODUCTS TO BE SOLD

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### CITY OF PLYMOUTH APPROVAL

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QUESTIONS? CONTACT THE PLYMOUTH PARKS & RECREATION OFFICE AT 763.509.5200

RETURN TO:  
PLYMOUTH PARK & REC  
C/O SARAH JOSEPHS  
3400 PLYMOUTH BLVD  
PLYMOUTH, MN 55447



TOTAL FEES: \$ \_\_\_\_\_

CHECK # \_\_\_\_\_

PAYABLE TO "CITY OF PLYMOUTH"

CARD NUMBER: \_\_\_\_\_ EXP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_





## VENDOR TERMS & CONDITIONS

1. THE EXHIBITOR IS ENTIRELY RESPONSIBLE FOR THE LEASED SPACE AND SHALL NOT INJURE, MAR OR DEFACE THE PREMISES. PLACEMENT WILL BE ON GRASSY AREAS; NO STAKES OR SHARP EDGE ITEMS CAN BE PLACED ON THE TURF.
2. ALL EXHIBITS MUST REMAIN WITHIN THE CONFINES OF THIER OWN SPACES. EXHIBITORS CANNOT ERECT SIGNS OR DISPLAY PRODUCTS IN SUCH A MANNER AS TO OBSTRUCT THE VIEW OR AFFECT THE DISPLAY OF OTHER EXHIBITORS.
3. EXHIBITOR GIVES THE CITY OF PLYMOUTH THE RIGHT TO USE THIER NAME IN THE PLYMOUTH BARK IN THE PARK EVENT ADVERTISING.
4. ALL DISPLAYS MUST REMAIN COMPLETELY SET-UP AND MANNED FOR ALL HOURS OF THE SHOW. EARLY TEAR DOWN IS NOT ALLOWED.
5. ANY DEVICES THAT PRODUCE SOUND MUST BE OPERATED IN A REASONABLE MANNER. THE PLYMOUTH PARKS & RECREATION DEPARTMENT WILL DETERMINE THE ACCEPTABLE SOUND LEVEL.
6. ALL WALKWAYS MUST REMAIN CLEAR AT ALL TIMES.
7. ALL PRODUCTS TO BE SOLD MUST BE LISTED IN WRITING ON THE ATTACHED SHEET THAT IS SUBJECT TO FINAL APPROVAL BY THE CITY OF PLYMOUTH PARKS & RECREATION DEPARTMENT.
8. EXHIBITORS ARE ONLY ALLOWED TO SELL ANIMALS OR PETS WITH APPROVAL OF THE BARK IN THE PARK SUPERVISOR. PLEASE LIST TYPE AND QUANTITY OF ANIMALS ON ATTACHED SHEET.
9. VENDOR DOGS ARE ALLOWED BUT SHOULD BE LIMITED TO THE 10' X 10' BOOTH AREA AND MUST BE LEASHED OR KENNELED. EXHIBITORS ARE RESPONSIBLE FOR CLEAN-UP OF PETS.
10. DISTRIBUTION OF ADVERTISING MATERIAL AND EXHIBITOR SOLICITATION OF ANY SORT SHALL BE RESTRICTED TO THE EXHIBITOR'S BOOTH.
11. ALL BOOTHS AND DECORATIONS MUST CONCUR WITH THE FACILITIY REGULATIONS, CITY ORDINANCES, AND LOCAL FIRE CODES.
12. NEITHER THE CITY OF PLYMOUTH, OR SERVICE CONTRACTORS, NOR THIER REPRESENTATIVES WILL BE RESPONSIBLE FOR ANY INJURY, LOSS OR DAMAGE THAT MAY OCCUR TO THE EXHIBITOR OR THE EXHIBITOR'S EMPLOYEES OR PROPERTY FROM ANY CAUSE WHATSOEVER. THE EXHIBITOR, UPON SIGNING THE CONTRACT, EXPRESSLY RELEASES THE AFOREMENTIONED FROM ANY AND ALL CLAIMS FOR SUCH LOSS, DAMAGE, OR INJURIES.
13. ALCOHOL IS PROHIBITED FROM THE EVENT.

## PETS IN BOOTH GUIDELINES

1. PLEASE DO NOT BRING ANY ANIMAL WHO SHOWS AGGRESSION TO OTHER DOGS OR PEOPLE.
2. PLEASE CONSIDER YOUR ANIMAL'S TEMPERMENT AND BRING ONLY ANIMALS THAT ARE TOLERANT OF LOUD NOISES, CROWDS, ONE-ON-ONE PEOPLE CONTACT AND OTHER ANIMALS.
3. ANIMALS MAY NOT BE LEFT UNATTENDED IN BOOTHS AT ANY TIME, EVEN IF SECURED IN A KENNEL.
4. BRING WATER CONTAINERS FOR YOUR ANIMAL. WATER IS ON SITE, BUT NOT CONTAINERS/BOWLS.
5. PLEASE PICK UP AFTER YOUR ANIMAL AND DEPOSIT INTO DESIGNATED BINS AT THE EVENT.
6. CERTIFICATES OF LIABILITY INSURANCE AND PROOF OF RABIES AND DISTEMPER VACCINATIONS SHOULD BE ON-HAND.

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VENDOR REPRESENTATIVE SIGNATURE

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DATE

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VENDOR REPRESENTATIVE NAME (PLEASE PRINT)

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COMPANY NAME (PLEASE PRINT)