



## **2019 Paw Prints 5K Run/Walk Vendor Application**

### **General Information**

**Date:** Saturday, September 28, 2019

**Time:** 8-11 a.m.

**Location:** 803 Smithville Road, Eastampton, NJ 08060

The Paw Prints 5K Run/Walk is sponsored by the Friends of the Burlington County Animal Shelter. This is a family-friendly event. No political or controversial handouts, soliciting or petitioning are permitted at this event.

### **Fees**

(1) Businesses with five employees or less is \$25. (2) Businesses with six or more employees is \$100. Each space is 10' x 10' space. Organizations/vendors are expected to supply all their exhibit needs, including table(s), chair(s) and canopy, if applicable. There is no fee for Paw Prints 5K Run/Walk sponsors, non-profit organizations, veteran-owned businesses, and government agencies/organizations. (Electricity is not available.)

### **Deadline**

Applications MUST be received by **September 13, 2019**.

### **Screening**

All applicants will be screened by the Paw Prints 5K planning committee for participation. Primary factors considered for acceptance are: appropriateness of product, service or message with an animal-friendly or active/healthy lifestyle focus; previous participation in other Friends events; and timeliness and completeness of application returned. This application does NOT guarantee a space. All vendors will receive a notice of either acceptance or rejection.

### **Food Vendor Permits**

All food vendors must have permits and forms approved in writing by September 13, 2019. Please contact Penny at [fobcas@yahoo.com](mailto:fobcas@yahoo.com) for copies of these forms. Food vendors also must have a current Burlington County inspection or current inspection from another county. Any vendor that is frying or has a fryer in their set-up 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 extinguishers and must have a current tag as of September 28, 2019. The assistant fire marshal will be on site at the event to conduct inspections and approvals.



**Friends**  
of the  
**Burlington County Animal Shelter**  
[WWW.FRIENDSOFBICAS.ORG](http://WWW.FRIENDSOFBICAS.ORG)

Organization/Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Description of product/service/demonstration: \_\_\_\_\_

Number of spaces requested: \_\_\_\_\_

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

- Complete and sign application. Deadline is **September 13, 2019**.
- Check for \$25.00 for each 10' x 10' space requested. Please make check payable to Friends of BCAS.
- SIGNED copy of the rules, regulations and hold harmless forms.
- Insurance certificate, if applicable, or forward the information regarding insurance requirements to your insurance agent.

Mail or email the completed application, check (if applicable) and any other forms to:

Friends of BCAS/Paw Prints 5K  
3111 Route 38, Suite 11 #238  
Mount Laurel, NJ 08054  
email: [fobcas@yahoo.com](mailto:fobcas@yahoo.com)

For more information, please contact Penny at [fobcas@yahoo.com](mailto:fobcas@yahoo.com)



**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 8 a.m. on September 28, 2019. Anyone arriving after that time will not be permitted to exhibit.
- All vendors/exhibitors cannot breakdown their space before 11 a.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.
- Non-profit social service organizations, 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 Freeholders, 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 organization/vendor's participation in the Paw Prints 5K Run/Walk on September 28, 2019.

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 organization/vendor to provide proof of insurance acceptable to the county and/or fire permit.

Name of organization/vendor: \_\_\_\_\_

Print name of contact person: \_\_\_\_\_

Signature of contact person: \_\_\_\_\_ Date: \_\_\_\_\_



## **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, organizations/vendors providing activities such as a "moon bounce" and anyone bringing animals for adoption to the Paw Prints 5K Run/Walk 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 Chosen Freeholders 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 Chosen Freeholders, 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.