

Friends of the Burlington County Animal Shelter

www.friendsofbcas.org

2024 Vendor Event Application

General Information

Fur Baby Festival

Saturday, April 20, 2024

12 pm to 7 pm

Burlington County Fairgrounds

Columbus NJ

(attendance estimate – 2,500)

Paw Prints PetFest & 5K

Sunday, October 6, 2024

10 am to 5 pm

Smithville Park

Eastampton NJ

(attendance estimate – 6,000)

Vendor space is 10'x10'. Vendors to supply all their exhibit needs, including table(s), chairs(s), and canopy. No electricity is available.

Both events are outdoors and will take place rain or shine, no rescheduled dates.

Fees

Fur Baby Festival & Paw Prints PetFest & 5K Festival package: \$150 *Savings of \$55 if both events are selected.

Fur Baby Festival only: \$130 *event is hosted by MegaBite Events.

Paw Prints PetFest & 5K Festival only: \$75 *event hosted by Friends of the Burlington County Animal Shelter

Deadline

Applications and payment must be received by March 30, 2024

Screening

First time applicants will be screened by the vendor planning committee for participation. Primary factors considered for acceptance are appropriateness of product, service or message appropriate for families; 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.

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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:			

- Complete and sign the application. The deadline for both application and payment is March 30, 2024, or until spaces are filled.
- Please make a check payable to Friends of BCAS or VENMO @FriendsofBCAS, PayPal FOBCAS or credit card. Please note 2024 Vendor Event when sending.
- All applications must include a SIGNED copy of the rules, regulations and hold harmless forms.
- Include 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, payment (unless already submitted online) and required forms to:

Friends of BCAS/2024 Vendor Events
3111 Route 38, Suite 11 #238
Mount Laurel, NJ 08054

Friends of the Burlington County Animal Shelter

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Rules, Regulations and Hold Harmless Forms

- 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 one hour before the event start time. Anyone arriving after that time will not be permitted to exhibit. All vendors/exhibitors cannot break down their space before event(s) end.
- All exhibits must be in good taste. Pornographic, obscene, or offensive items are unacceptable and will not be permitted. 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.

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, MegaBite Events, and the Burlington County Board of Chosen Commissioners, their servants, volunteers, and agents from and against any 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.

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.

Vendors giving away pet food samples, vendors selling body care products, vendors/organizations providing activities such as a "moon bounce" and anyone bringing animals 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, MegaBite Events, 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. 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.
4. 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.