



September 29, 2018, 11:00 a.m. to 4:00 p.m.
John Connolly Park
605 Centennial Blvd, Voorhees, NJ 08043



VENDOR/EXHIBITOR FORM

Vendor/Exhibitor Guidelines

1. The fee for a 10 x 10 vendor space is \$75, non-refundable, (\$100 if received after 9/3/18). Space is limited and is assigned on a first-come, first-serve basis. Vendors fees are waived for **registered 501c3 animal rescue groups and shelters**. IRS Letter of Determination or other documentation of 501c3 status must be submitted with this form. If you require additional space, please contact us for pricing on two side by side spots, space permitting. The two spaces **MUST** be used for the same vendor and cannot be split. Vendors are not permitted to share a space with another group. Retail Vendors will be listed in the event program and online.
2. Vendors will be situated near other vendors on the main field, and will need to bring their own tents, chairs, tables, generators, etc. If you are bringing a generator, please make a note of it on the vendor application so that we can place you appropriately on the field. Booth must be neat and clean at all times. Vendors must only use their designated 10x10 area. Vendors are not permitted to use the designated buffer space between spots for their materials. The buffer space must remain clear. Vendors are responsible for removing and disposing of their own trash. Vendors may **NOT** drive their vehicles onto the field at any time. Volunteers will be available to assist vendors unload in the morning.
3. The fee for **FOOD VENDORS** is \$250, non-refundable. All food vendors will be located at one end of the festival. We will have a large tent with tables and chairs next to this spot to create a food court atmosphere. Food vendors cooking over an open flame or using propane gas **MUST** complete the Voorhees Fire District Application for Permit and submit no later than 8/31/17. Only **FOOD VENDORS** may sell food and beverages at the event.
4. **ANIMAL RESCUE ORGANIZATIONS** may bring healthy (UTD on all age appropriate vaccinations), adoptable animals to the event and present them for adoption. Dogs must be on leash or in a crate at all times. Dogs are **NOT PERMITTED** to be off leash at any time during the event. **ALL** Animal Rescue Organizations **MUST** provide a certificate of insurance naming VAO as additionally insured for \$1,000,000. If you do not have insurance, you may attend however you may **NOT** bring animals to the event.
5. Vendors may not sell food, drinks, raffle tickets or tickets to any of their upcoming events at Woofstock. You may not raise or collect donations for any other organization other than your own.
6. All vendors selling merchandise are responsible for the collection and payment of all applicable state sales tax. Vendors are also responsible for all permits that may be required of them including a certificate of insurance.
7. There are no refunds for cancellations or no-shows the day of the event. We ask that all vendors be able to commit in advance to **BOTH** the event date of 9/29/18 and the rain date of 10/6/18.
8. **Your additional contribution from event-day sales helps us care for the animals at VAO. As part of your participation, we are asking all vendors, excluding non-profits, to donate a basket for the auction that is held at the event. We thank you in advance!**
9. If you do not fall into any of the above categories as a vendor, please contact us for pricing at woofstock@vaonj.org. Vendor space will not be given to religious or political groups, or vendors promoting a religious or political affiliation.



VENDOR/EXHIBITOR DETAILS



Please complete and submit this form with your contribution by September 3, 2018.

Make checks payable to Voorhees Animal Orphanage, Inc. 419 Cooper Road, Voorhees, NJ 08043.

ALL participating vendors, excluding non-profits, are required to provide a raffle basket for the event.

ORGANIZATION/INDIVIDUAL NAME: _____

MAILING ADDRESS: _____

ORGANIZATION DESCRIPTION: _____

CONTACT NAME: _____ PHONE: _____

EMAIL: _____

WEBSITE: _____

FACEBOOK PAGE: _____

EXHIBITOR/VENDOR OPTIONS:

RETAIL VENDOR (\$75)

FOOD TRUCK/VENDOR (\$250)

FOR-PROFIT ANIMAL RESCUE (\$75)

NONPROFIT ANIMAL RESCUE (FREE)

OTHER EXHIBITOR/VENDOR (FEE TBD)

Don't forget your nonprofit documentation!

Advertising is available for all exhibitors & vendors in our event program. Send all necessary artwork in JPG or PNG format to: woofstock@vaonj.org

Full Page Ad \$125 Dimensions: 4.75w x 7.75h (inches)

Half-Page Ad \$100 Dimensions: 4.75w x 3.75h (inches)

Quarter-Page Ad \$75 Dimensions: 2.25w x 3.75h (inches)

EXHIBITOR/VENDOR FEE: _____

ADVERTISING FEE: _____

TOTAL FEES: _____

Additional Notes: _____

Contact the shelter with all questions: woofstock@vaonj.org

Thank you!