



VENDOR PROPOSAL & APPLICATION

VENDOR PROPOSAL

2012 Woofstock Festival

April 28, 2012, 9:30 a.m. – 2 p.m.

Monument Avenue between Allen & Lombardy



Woofstock is the Richmond Animal League's fundraising festival to build awareness for the homeless pet population. In 2012, RAL's goal is to raise \$40,000 to advance our mission of SAVING LIVES: providing help, hope and homes to animals in need. Attendees and their dogs come out to complete the Strut Your Mutt fundraising dog walk, listen to great music, take part in canine contests, and visit local vendors. Food and fun will be had by all!

Richmond Animal League, Inc. is Richmond's oldest non-profit no-kill shelter. RAL was founded in 1979 by a group of local good Samaritans concerned about the hundreds of stray animals in the area. We provide complete care and shelter to our animals until we can place them in permanent homes.

The Richmond Animal League (RAL) retains exclusive rights to all food and beverage sales for human consumption. Set up time for vendors will be 7:00 a.m. – 8:30 a.m. on Saturday, April 28, 2012. All vehicles required to be off the street by 8:30 a.m. sharp. RAL is not responsible for any items lost or damaged. We ask that vendors remain set up until the official ending of the event (approx. 2:00 p.m. Saturday, April 28, 2012). Arrangements for special

positioning of booths must be requested in advance. Special arrangements are not guaranteed unless they are agreed upon, in writing, prior to the event date. Any special requests must be submitted no later than two weeks prior to the event date. Vendor agrees to maintain proper insurance and a business license in respect to booth operations while participating in the 2012 Woofstock Festival; this includes Workers Compensation for businesses with paid employees working booths during the event. All vendors will be required to provide a business license and proof of liability insurance. RAL will not provide insurance to cover booth related operations. Vendor fee includes a 10 x 10' tent, 1 8ft. table and 2 chairs (more for larger areas).

Send your vendor application, vendor questionnaire, signed vendor agreement, booth fees, a copy of your business license, and proof of liability by April 13, 2012 to:

Mail: Richmond Animal League

Attn: Sarah Clinton

11401 International Drive, Richmond, VA 23236

**You will be notified of acceptance upon receipt of your application and fees.*

**Questions? Call 804.379.0046, or email Sarah@ral.org.*

Fax: 804.378.7507

VENDOR APPLICATION

☐ Non Profit Animal Rescue Groups (Free)

☐ 10 x 10' Vendor Booth (\$250.00)

☐ 20 x 10' Vendor Booth (\$450.00)

☐ Vendor Booth Larger Than 20 ft. (TBD)

Company Name (As you would like it to appear in print)

Contact Name

Address

City/State/Zip

Phone

Fax

Email

Resale Sales Tax Number or Non-Profit Tax I.D.

Signature

Date

Payment Information

☐ Enclosed is my check for \$

☐ Please send me an invoice for \$

☐ Charge my credit card for \$

Name on Card:

Type of card: Visa MC DISC AMEX

Card Number: _____

Exp. Date: _____ Card Verification Code (CVC)* _____

**Three digits on signature strip (Visa/MC) or 4 digits located above card number (AMEX). Please return this form and payment to:*

**Richmond Animal League – Attn: Sarah Clinton
11401 International Drive, Richmond, VA 23236**





VENDOR QUESTIONNAIRE & AGREEMENT

VENDOR QUESTIONNAIRE

Thank you for your interest in the 2012 Woofstock Festival. Please take a moment to fill out the questions below to help us develop the best possible venue layout and fulfill any special requests you may have. All booth spaces include a 10 x 10' tent, 1 8ft. table and 2 chairs (more for larger areas). All materials needed for setup need to be provided by your business or organization. There will be no electricity available at the event.

If you are selling merchandise, do you have the proper resale license and other required licenses? **Yes** _____ **No** _____

If no, please explain: _____

Please note any special requests you may have: _____

General description of products/services to be displayed or sold: _____

General description of products/samples to be given away to event attendees: _____

Additional Vendor Rules

- All vendors must have adequate signage clearly identifying the name of the organization or business. Signage may not be posted on, tacked, nailed, screwed, or otherwise attached to trees or other wooden structures.
- Parking: During set-up hours and after the event, you will be able to park your vehicle by your booth to load and unload. All vendors must remove vehicles by 8:30 a.m. and park in approved parking areas.

VENDOR AGREEMENT

_____(referred to hereafter as "VENDOR") agrees to defend, pay on behalf of, and hold harmless the City of Richmond and Richmond Animal League, their directors, officers, agents, and employees, from all claims of whatsoever nature or kind, including those brought by employees of said VENDOR, its employees, agents, volunteers, and subcontractors, relating to the event, to be held on Saturday, April 28, 2012, in Richmond, Virginia, in which said VENDOR will be participating.

VENDOR agrees to defend and pay all costs in defending these claims, including attorney's fees. Further, VENDOR agrees to maintain public liability and property damage insurance to cover the obligations set forth above. The minimum insurance limits of liability shall be \$1,000,000.00 bodily injury and property damage.

VENDOR shall furnish their general liability insurance policy to the Richmond Animal League showing that a qualified insurance carrier provides for the above obligations and requirements.

RAL Use Only: ☐ Business License ☐ Liability Insurance
☐ Vendor Agreement ☐ Booth Fees

Verification made by: _____ Date verified: _____

Name of Vendor

Print Name of Authorized Person Signing for Vendor

Signature of Person Signing Vendor Agreement

Date of Signature

Email

Richmond Animal League (Authorized Representative)

Date of Signature – Richmond Animal League

