

2016 EXHIBITOR APPLICATION & AGREEMENT

Memorial Park – Royal Oak, Michigan
 September 17 & 18 · 2016
 10am – 5pm



Vendor Information

Company:	
Contact Name:	Position:
Address:	City, State Zip:
Website:	Cell Phone:
E-Mail Address:	
On Site Contact:	Cell Phone:
Brief description of your business:	List all products/services to be exhibited or sold on site:
Please list the prize(s) you will be donating* (minimum \$50 value requirement)	

Exhibitor Order Form

ITEM	QTY	COST	TOTAL
10 x 10' SPACE Must provide your own tent, sidewalls, linens, stakes and / or weights, table and chairs		\$350	\$
10x10' space - Royal Oak Chamber Member Discount		\$300	\$
10 X 10' TENT RENTAL Includes tent and sidewalls		\$225	\$
CHAIR		\$5	\$
8 FOOT TABLE (no skirting)		\$25	\$
ELECTRICITY 110w only (220w requires bringing your own generator). Electricity must be ordered in advance. \$75 cash charge for the day of event. You are responsible for bringing your own cords. Due to the limitations of power in Memorial Park, your booth location maybe not be in a high traffic location to accommodate your power needs.		\$50	\$
TOTAL AMOUNT DUE:			\$

Payment Method and Authorization

Exhibitors with an outstanding balance beyond the designated due date will forfeit their booth reservation and deposit.

- Check enclosed** (payable to **Paws in the Park Royal Oak**)
 Pay now with Credit Card VISA MasterCard Amex

Name of Business: _____

Total Amount to be Charged: _____

Name as it appears on the Credit Card: _____

Credit Card #: _____

Expiration Date: _____

3 Digit Code on back of Card
(if Amex, 4 Digit Code on front) _____

Billing Address and Zip Code of Credit Card:

Signature: _____

Date: _____

MAIL APPLICATION WITH FULL PAYMENT TO:

Paws in the Park Royal Oak

c/o Royal Oak Chamber of Commerce
 200 S. Washington Ave · Royal Oak, MI 48067

Checks Payable to Paws in the Park Royal Oak

***All exhibitors must provide a prize(s) valued at \$50. Your business will be featured in stage announcements and on the Paws in the Park website.**



2016 Rules & Regulations

1. **PAWS IN THE PARK** will be held at Memorial Park, Royal Oak, Michigan on September 17 & 18, 2016. (Regardless of weather)
2. Booth request cannot be processed until application is received with full payment. Make all checks payable to Paws in the Park Royal Oak.
3. **ELIGIBLE EXHIBITS.** Royal Oak Chamber / Street Marketing reserves the right to exercise its sole discretion in the acceptance or refusal of applications. Priority will be given to exhibitors according to the order of receipt. Your payment will NOT be deposited unless you are deemed eligible. All applications will be reviewed and will receive written notification of show status.
4. **CANCELLATION.** Notice of cancellation must be in writing. In the event of an exhibitor cancellation 50% will be refunded before July 31, 2016. No refunds will be made after August 1, 2016. No refunds will be given due to cancellation of the event by, an act of god, local authorities or a weather related incident.
5. Please provide us with your Michigan Sales Tax ID # if you are selling items on site. To acquire a number contact the Michigan Department of Treasury at (517) 636-4660. You can also download the form from their website at www.michigan.gov/treasury. If you are from out of state, or only plan to do this show in Michigan, a Concessionaires Form may be sufficient for you. We will have Concessionaires Forms available at the event.
6. **EQUIPMENT.** All exhibitors are required to have a secure tent and are responsible for bringing or renting their own tent, table and chairs for the display. Tents must be staked to the ground or weighted down. Stakes must not be in the walkways. Exhibitor shall observe and abide by regulation made by Royal Oak Chamber / Street Marketing for efficient or safe operation of the Show. You may rent tents, tables and chairs for Wahl Tents.
7. **BOOTH RELOCATION.** Royal Oak Chamber / Street Marketing reserves the right to make any necessary layout changes. An exhibitor may be relocated to a comparable space other than previously specified if it is deemed necessary and in the best interest of the event.
8. **DISPLAY DIMENSIONS & REGULATIONS.** Absolutely all displays, inventory, boxes, product, etc. must be contained within your booth space. Distributions of samples and literature are strictly limited to the confines of the exhibitor's booth.
9. **SOUND DEVICES.** The use of devices for mechanical reproduction of sound or music is permitted, but must be controlled. Sound of any kind must not be projected outside the confines of the exhibitor's booth. Voice and/or music amplifications must be kept to a sufficiently low volume so as not to disturb other exhibitors.
10. **INSURANCE.** Exhibitors are responsible for their own property and for furnishing their own tents, tables and chairs. Exhibitors are responsible for obtaining their own general liability insurance for the event dates, listing Royal Oak Chamber / Street Marketing and Paws in the Park Royal Oak as additional insurers. Royal Oak Chamber / Street Marketing will not be responsible for damage to Property or displays.
11. **SIGNS.** All signs must be professionally made or appear to be professionally made. Hand written signs are prohibited.
12. **HOURS OF OPERATION.** Exhibitors agree to staff their booth during all hours that the show is in progress. Show hours are from 10 a.m. – 5 p.m. on September 17 & 18, 2016. Exhibitors may NOT tear down and exit their booth prior to 5pm on Sunday, September 18th. To do so comprises the value of the show provided to our attendees, as well as their safety. Violation of this term will result in not being permitted back to the show the following year.
13. **SECURITY.** Royal Oak Chamber / Street Marketing will have limited security on site. We are not responsible for exhibitor's equipment, displays or merchandise.
14. **HEALTH DEPT.** Any exhibitor giving away or selling human food (not pet food) in their booth is responsible for all health permits, rules, regulations, etc. Exhibitors are responsible for meeting all city/ state resale-licensing requirements. To acquire a permit, contact the Oakland County's Health Department at 248-424-7000.
15. **CONDUCT & CHARACTER.** Exhibitor agrees to conduct himself or herself in a respectful, cooperative manner. Any behavior deemed inappropriate by Royal Oak Chamber / Street Marketing may result in expulsion. Furthermore any exhibitor deemed to be causing a scene, lecturing, making political statements or using this event, as an avenue for a radical display will be expelled. Royal Oak Chamber / Street Marketing hosts family friendly events and does not wish to include radical, disturbing displays or outbursts at the event.
16. **FAILURE TO COMPLY.** Violation of any of these rules is basis of expulsion. Royal Oak Chamber / Street Marketing may close a booth which fails to cooperate with these regulations.
17. **LIMITATION OF LIABILITY.** Exhibitor hereby release and forever discharges Paws in the Park Royal Oak and all other participating and sponsoring organizations from any responsibility, personal liability, loss or damage in connection with this event. Royal Oak Chamber / Street Marketing reserves the right to make final interpretation of the rules. An application is commitment to the event. As stated in the rules and regulations I understand the refund policy. I have read and understand and agree to abide by all Royal Oak Chamber / Street Marketing rules and regulations, and certify the accuracy of the foregoing statements.
18. **PAYMENT.** Full payment is due at the time of application.

Applicant hereby releases and forever discharges Paws in the Park Royal Oak, Royal Oak Chamber / Street Marketing and all other participating organizations from any responsibility, personal liability, loss or damage in connection with this show. Paws in the Park Royal Oak reserves the right to make final interpretation of the rules. An application is a commitment to the show. As stated in the rules and regulations I understand the refund policy. I confirm that all products to be exhibited and sold are listed above on this application. I have read, understand and agree to abide by all Paws in the Park Royal Oak rules and regulations, and certify the accuracy of the foregoing statements.

Signature _____ Date _____

Michigan Tax ID: _____