



PET FEST 2010

Paws, Claws, Scales & Tails

The Charleston County Park and Recreation Commission (CCPRC) would like to invite you to apply for Pet Fest 2010. **Please note that there have been changes in the times and dates of the festival for 2010 and we advise you to read the items enclosed very carefully.** Applicants must complete and return the application by **March 12, 2010** to be considered for participation in this festival. In addition to this, food vendors/applicants will now be required to show proof of insurance by **March 12, 2010**.

THE FESTIVAL

Pet Fest 2010 – Saturday, April 10 from 12 Noon to 6:00pm and Sunday April 11 from 12 Noon to 6:00pm. Please note that Pet Fest is now a two day event. All vendors, food and merchandise, will be required to participate on both days of the event. Charleston County Park & Recreation Commission's Pet Festival will be held at **Palmetto Islands County Park** in Mount Pleasant. The festival will showcase many types of animals including, but not limited to dogs, cats, birds, reptiles, fish and amphibians. There will be guest speakers and demonstrations on stage, plenty of interactive games and contests, and vendor & expo booth spaces. If you and/or your organization are interested in doing demonstrations or other interactive activities please call Oliver Sendall at 762-2172.

FESTIVAL SELECTION

Applicants must complete and return this application along with a booth fee by March 12, 2010 to be considered for participation in this festival.

Applications are for merchandise sales booths, informational/expo spaces, and food booths. If you wish to inquire about sponsorship please call Lisa Knisely-White at 762-2172. To make this festival more enjoyable for all vendors, CCPRC will make every effort to ensure that vendors selling similar items will be kept to a minimum. Everyone who submits an application will be notified in writing of his/her participation status no later than March 26, 2010.



PET FEST 2010

Palmetto Islands County Park

April 10, Noon- 6:00pm

April 11, Noon-6:00pm

Vendor Application

Terms and Conditions - Please initial by each number after you read each one.

1. ___ **Booth Fees – Merchandise sales vendors** must submit a non-refundable booth fee of \$150.00 by March 12, 2010. If you are a **501-C3 Expo/Informational vendor** or a **food vendor** you must submit a non-refundable booth fee of \$75.00 by March 12, 2010. CCPRC charges \$30.00 for all returned checks due to insufficient funds.
2. ___ **Insurance*** - If accepted as a **FOOD** vendor to Pet Fest 2010 you will be required to submit a certificate of insurance to CCPRC no later than March 12, 2010 indicating you are insured with a minimum \$1,000,000 public liability and comprehensive general liability policy, including product liability. Your insurance policy must name the Charleston County Park and Recreation Commission as additionally insured. (* only applies to food vendors)
3. ___ **Health Permit - FOOD** vendors must obtain a temporary food permit from the on site DHEC inspector the day of the festival. If accepted to the festival you will receive a DHEC food service booklet that will provide instructions for serving food at special events.
4. ___ **Time Requirements** - If you are accepted you must be open and ready to sell items by 12:00 noon on both days of the event. Under no circumstance will vendors be allowed to close until 6:00pm on either day. **No vendors will be allowed to participate on just one day of the event; vendors must be set up for the entirety of both days.** Vendors must have all equipment off the meadow and out of the park by 7:30pm on 4/11/10. A violation of these rules is grounds for exclusion from participation at other CCPRC events.
5. ___ **Alcohol Rules** - The sale of alcoholic and carbonated beverages is strictly prohibited. Consumption of alcoholic beverages by vendors at their booth is prohibited.
6. ___ **Power** – Please note that Power is not available on the meadow, all vendors will to be self sufficient. If using a generator it must be a quiet model
7. ___ **Professionalism** - Vendors are expected to conduct themselves in a professional manner at all times. Security will be provided to assist you on site if any problems with patrons arise. Any vendor that fails to behave in an acceptable manner may be asked to leave the festival without a refund.
8. ___ **Indemnification** – By agreeing to be a vendor, you agree to hold CCPRC harmless for any claims by you, or any actions brought against you, and to indemnify CCPRC for any costs, expenses, attorney fees, etc. which arise from any actions, errors, omissions, or negligence on the part of you, your staff or your agents while performing services under this agreement.

Vendor Application (cont.)

Vendor information

Merchandise Sales \$150.00 _____ **501 C-3 info booth or Food booth \$75.00** _____

BUSINESS/ORGANIZATION

CONTACT

ADDRESS _____

PHONE Business () _____ Fax () _____

SALE ITEMS - List each item that you intend to sell. All sales will operate on a cash basis. Please also list any drawings, giveaways, or other promotional ideas that will be set up at booth.

<u>Item Name</u>	<u>Description of Item</u>	<u>\$ Amount</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

AGREEMENT - I have read and understand the policies explained in this application, and realize that this is just an application not acceptance to the festival. If accepted to Pet Fest 2010 I agree to abide by these policies and the policies and procedures that will accompany the forthcoming vendor agreement contract.

APPLICANT SIGNATURE _____ DATE _____

SEND APPLICATION AND CHECK BY March 12, 2010 TO:
Charleston County Park & Recreation Commission 843-762-2172
Attn: Oliver Sendall
861 Riverland Drive
Charleston, SC 29412