



PETAPALOOZA VENDOR Information and Application

The City of Hoover Parks and Recreation Department invites you and/or your organization to participate in this year's PET-A-PALOOZA on Saturday, **October 30**, 2010. The event begins at 9:00 am and concludes after 2:00 pm. There will be a variety of pet related events and opportunities during the course of the day.

Please read the following guidelines carefully and complete the enclosed application. Applications are due by Wednesday, October 20, 2010. Space is limited. Applications will be considered on a first come, first serve basis and we reserve the right to refuse any vendor/organization from participation in the event.

Food vendor applications will be considered based on prior experience with PET-A-PALOOZA, as well as the type of product for sale. We will try not to duplicate items being sold, but no exclusivity is given on any items. We will try to separate all like items, but no one will be moved if this occurs.

Rescue groups or Non-profits with a 501C3 status are welcome to participate at no charge (except for electricity) and will follow the same guidelines outlined for vendors. Proof of non-profit status must be provided along with your application. Rescue groups and non-profits will be provided two spaces at no charge.

All PET-A-PALOOZA fees and donations will go to the Hoover Parks and Recreation Foundation (a 501C3 foundation). All proceeds will be available to pet related groups who complete the grant application and meet the requirements. Grant applications are available.

VENDOR GUIDELINES

1. Vendor set up is available Friday night October 29 starting at 3 pm. Overnight security will be provided by the City of Hoover.
2. Saturday morning set up must be done between 7 am – 8:30 am. Once unloaded you are to move your vehicles to the vendor parking by 8:30 a.m. Vendor parking will be at Spain Park High School. **NO EXCEPTIONS.**
3. Each vendor is responsible for his/her own display. Spaces are approximately 12' x 12' and may/or may not be level. Electricity is available on a limited basis for an additional charge. Vendors must bring all necessary extension cords (**no extension cords will be provided by PET-A-PALOOZA event staff**).
4. Vendors are responsible for bringing all supplies and materials needed for the day (**table, table coverings, and canopy**) as well as table signage identifying your business name.
5. Vendors are given the opportunity to provide promotional materials, coupons, and other give-a-way items at your booth as well as selling your product. This year, since it is Halloween, Vendors are encouraged to decorate your booth and hand out dog treats and candy for kids.
6. Vendors selling merchandise at their booths are required to have a City of Hoover Business License. If you do not have one, you will be responsible for contacting Hoover's Revenue Department to obtain one prior to the event. You may contact Patricia Allen-Williams at 444-7518 for assistance.
7. One representative is required to stay at your booth at all times to maintain the professionalism of the event. The Hoover Parks and Recreation Department is **NOT** responsible for lost or missing or damaged items.

Provided by the HOST

- Will provide vendor space of approximately 12' X 12'. The space may or may not be level.
- Your booth assignment will be available after October 22 and on the day of the event at the site.
- Reservation deadline is October 20. Payment and/or proof of 501C3 must be received with the applications. No refunds once the application is accepted.

Applications and fee must be received by October 20. Make checks payable to the Hoover Parks and Recreation Foundation and mail them to:

Attn: Dee Nance
600 Municipal Drive
Hoover, AL. 35216

For questions you can contact Dee at (205)444-7765 or nanced@ci.hoover.al.us



VENDOR APPLICATION
Application must be received by **October 20, 2010**

Name _____ Date _____

Business Name _____

Mailing Address _____

City _____ State _____ ZIP _____

Contact Numbers _____ Cell # _____

E-mail Address: _____

List all and briefly describe the products to be sold in your booth. Use additional paper if necessary. All food items must be listed for Health Department approval. (One-day events are exempt from Health Department Inspections, but the information on products sold is still required by the Health Department.)

Vendors 12' x 12' space	_____	@ \$ 50.00	=	_____
Additional 12' x 12' space	_____	@ \$ 30.00	=	_____
Electricity (Limited Basis)	_____	@ \$ 25.00/outlet	=	_____
501 C 3 (with proper documentation)	_____	No Charge		

Total Amount Enclosed _____

Make checks payable to Hoover Parks and Recreation Foundation

Hold Harmless and Indemnification Agreement

We, the undersigned for and in consideration of permission and space to participate in PET-A-PALOOZA, agree to indemnify, hold harmless and defend PET-A-PALOOZA, City of Hoover, AL, its officials, representatives, agents, servants, employees, volunteers and musical artists from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expense, in whole or in part arising out of, connected with or in any way associated with my/our activities preparing for, participating in or departing from PET-A-PALOOZA. I have read and fully understood the above Hold Harmless and Indemnification Agreement.

Signature of Vendor _____ Date _____

Office Use: Date Rec'd: _____ Amount Rec'd: \$ _____ Approved by _____

Cash _____ Check Number _____