



Bark in the Park Sunday, May 19, 2024

Booth Information: Vendor Rules and Regulations

Booth

A booth is a 10'x10' space at the event in Alton Baker Park. **No electrical power is available at the site unless requested beforehand.** The booth fee is **\$250.00** if the vendor is providing their own canopy, table, and chairs. The booth fee is **\$350.00** if the vendor is renting a 10'x10' canopy, (1) 8' table and (2) chairs from Greenhill. The vendor booth fee must be paid in full on or before May 6th, 2024. All demonstrations, banners or other promotional materials or activities shall be confined to the limits of the assigned space. If more space is needed it can be purchased at an additional cost. Greenhill Humane Society reserves the right to restrict exhibits which become objectionable because of noise, method of operating materials, or that distract from the general character of the event. You are not authorized to "sublet" your booth space.

Set up and Tear Down

Vendors will receive a confirmation email by the week of May 12th. On the day of the event vendors may begin setting up at 6:30am. Race registration and packet pick-up booths open at 7:00am. All vendor booths must be set up and ready for fire marshal inspection by 7:30am on Sunday, May 19 – no exceptions. **Visit the Vendor Check-In table at Alton Baker Park** to receive your booth assignment. Rented canopies will be set up prior to 6:30 am. Tear down may not begin until the end of the event at 12:00pm. All vendors are responsible for cleanup of their vendor booth spaces and removal of trash.

Loading and Unloading

Vendors will be responsible for their own loading, unloading, and booth set-up. Parking spaces closest to the event will be reserved in the parking lot for vendors. Parking is only permitted in the parking lot. Parking is NOT permitted on gravel surfaces, grass, in landscaped areas, or under tree canopies unless you are a food cart. Please do not unload your vehicles on the lawn; be prepared to bring everything in on foot and in carts.

Vendor Property and Liability

Vendors exhibit at his/her own risk. Vendors understand and agree that Greenhill Humane Society is not responsible for providing specific security or protection for vendor's property and is not liable in any way for damages or other losses that occur to vendor property.

Licensing and Taxes The vendor is responsible for all sales, use, and employment taxes. If a vendor is selling items, the vendor must have a valid sales license and any other license required by the City of Eugene. Please submit a copy of your insurance document along with your vendor registration form.



Insurance

Each vendor should contact their own insurance company to ensure that they are covered during event. All vendors agree to hold Greenhill Humane Society, their directors, employees, and volunteers not liable for any claims including injury, loss or damages that may arise to a vendor, vendor employee, and /or their goods either in transit to or from event site or while at the event.

Fire Regulation

All vendors must comply with all applicable fire code regulations.

Per Eugene Fire and EMS: **Each vendor** shall have a portable fire extinguisher, classification **2A 10B:C**. Extinguishers shall have a **current service tag** (serviced within the last 12 months), and be visible and accessible in the booth at all times. Please present your fire extinguisher at vendor check-in before setting up. Failure to bring a fire extinguisher may result in set-up refusal and/or exclusion from the event. All booths will be checked for fire extinguishers by the fire marshal.

Cancellation Policy

The event will proceed as scheduled, even in the event of inclement weather. The vendor booth fee is nonrefundable.

Vendor Layout

Greenhill Humane Society reserves the right to make last minute changes in the booth layouts and/or location on the day of event, if the need arises. You will receive your booth number assignment in your confirmation letter. Booth assignments will be made on a first come, first served basis.

DEADLINE FOR RESERVING BOOTH SPACE IS May 6th, 2024

Please submit your registration form and your payment to:

Scan and email to Bark@green-hill.org

Or Call: 541.689.1503 ext. 134 to process by phone

Paying by check or credit card – mail to:

Greenhill Humane Society

Attn: Bark in the Park

88530 Green Hill Road

Eugene, OR 97402