



## Bark In the Park Contract & Registration Form

Saturday, September 26  
10 a.m. - 1 p.m.  
Deep Run Park  
Richmond, Virginia

Contract is hereby submitted to exhibit at the Henrico Humane Society Bark In The Park, produced and managed by the Henrico Humane Society in association with the County of Henrico Division of Recreation and Parks.

Complete the contract and registration form, include a check made payable to "Henrico Humane Society" and any logo material that is appropriate, and send to:

Henrico Humane Society  
2312 Strangford Court  
Richmond, VA 23233

Payment can also be made via Pay Pal at [www.henricohumane.org](http://www.henricohumane.org). For more information, call Melissa Golden at (804) 380-1182 or send an e-mail to [Melissa\\_Golden@carmax.com](mailto:Melissa_Golden@carmax.com). Completed contract and registration form can be faxed to (804) 935-4574.

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Vendor Representative's Information:

Name: \_\_\_\_\_ Title \_\_\_\_\_

Phone \* \_\_\_\_\_ E-mail \_\_\_\_\_

\* This phone number will be called in the event of rain.

**Please complete all applicable information:**

1. Please provide a specific description of products/services to be demonstrated/sold at the event. Any service to be performed on or to an animal must be approved by Management prior to the event. Every attempt will be made to separate vendors selling similar goods or providing similar services.

2. Please indicate any specific needs you may have related to your space and/or booth assignment. Electricity availability is very limited at the park.

This contract is made this (insert day, month, year) \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between Henrico Humane Society and \_\_\_\_\_ (hereafter referred to as Exhibitor,) in exchange for the right to participate in Henrico Humane Society's Bark In The Park, which will be held on Saturday, September 26, 2009 from 10:00 a.m. – 1:00 p.m. at Deep Run Park, located at 9900 Ridgefield Parkway in Richmond, Virginia. Exhibitor agrees to pay Henrico Humane Society applicable fee as indicated in this contract, due immediately upon the execution of this contract. Both Henrico Humane Society and the Exhibitor agree that the terms and conditions as outlined in this contract will apply to Exhibitor's participation in Henrico Humane Society's Bark In The Park.

Distribution of advertising material and exhibitor solicitation of any sort shall be restricted to the Exhibitors booth. No Exhibitor shall assign or sublet any part of his assigned space without the consent of Management in writing.

**Exhibitor will keep exhibit open and staffed at all times during the event hours.**

Exhibitors shall be bound by all pertinent laws, including building and fire code regulations, codes and regulations of municipal or other authorities, having jurisdiction over the exhibit facility or the conducting of said exhibit, including licenses and taxes, together with the rules and regulations of the owners and/or operators of the facility in which the exhibition is held.

No Exhibitor shall in any manner pick, pull, pull up, tear, tear up, dig, dig up, cut, cut down, break, burn, injure, deface, disturb, destroy, mutilate, disfigure, remove, scar, take or gather in any manner, in whole or in part, any part of any park, building, sign, equipment or other property, including but not limited to any tree, flower, fern, shrub, vine, turf, plant, rock, artifact, fossil or mineral found, growing or being upon the land in the park.

No Exhibitor shall have within the park any animal unless it is either caged, securely penned or on a leash not more than ten feet in length.

Henrico Humane Society agrees to make the space available **two hours** in advance of Bark In The Park to allow Exhibitor to set up. Vendors can install their exhibits beginning at 8:00 am on Saturday, September 26. It is also agreed that Exhibitor has **two hours** from the conclusion of the event to take down the exhibit, and to remove all of Exhibitor's property from Deep Run Park. **No exhibits may be dismantled prior to 1:00 pm.** Such requirements shall be binding upon the Exhibitor.

If, after executing this contract, the Exhibitor is unable to occupy the exhibit space for any reason other than fault of the Henrico Humane Society, written notification of termination must be sent to Management.

Henrico Humane Society will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to reasons not within the control of the Henrico Humane Society. These include, but are not limited, to the following: problems with the facility such as loss of electricity, flooding, fire, or damage to Deep Run Park; postponement/cancellation by Henrico County; inclement weather; strikes; war; act of God or other cause beyond the control of the Henrico Humane Society.

**In the event of rain, you will receive a phone call at 7 am on September 26 indicating the event will be postponed until Sunday, September 27. The phone number provided on page 1 of this contract will be called. You will also be able to call Henrico Humane Society at 804-262-6634 as of 7:00 am to learn if the event has been postponed.**

It is **strongly recommended** that Exhibitors carry general liability insurance and insurance to cover loss or damage to their exhibits or other personal property while such property is located at or is in transit to or from the exhibit site. Henrico Humane Society and Henrico County assume no liability for any personal injury or any loss, damage or injury to any property of the Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other cause whatsoever. The Exhibitor expressly agrees to save and hold harmless Henrico Humane Society and Henrico County, their board members, directors, volunteers, management, agents and employees from any and all claims, liabilities and losses for injury to persons (including death) or damage to property arising in connection with Exhibitor's use of the exhibit space, except such losses as may be the result of the sole negligence of the Henrico Humane Society or Henrico County.

Regardless of status of insurance, all Exhibitors agree to defend and to indemnify (defend any claims and pay for any damages) Henrico Humane Society and Henrico County against any claims made whatsoever arising out of Exhibitor's participation in the Henrico Humane Society Bark In The Park. The signature of Exhibitor's representative to this contract evidences Exhibitor's agreement to indemnify Henrico Humane Society and Henrico County. This agreement to indemnify shall remain in force even if Exhibitor is unable to participate in the event due to termination of this contract.

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Absolutely no sales of puppies/dogs, kittens/cats, or other animals will be permitted at Bark in the Park by exhibitors or demonstrators.

No exhibitor is allowed to have a donation jar at their booth.

Raffles are permitted.

Exhibitors that represent organizations that adopt animals may have pictures of animals available for adoption, but animals available for adoption are not allowed at the event.

Any damage to Deep Run Park will be repaired at Exhibitor's expense. Any cleaning expenses incurred due to the Exhibitor shall be reimbursed by Exhibitor.

## **Registration**

### **Vendor Booth**

\$50 for a 10' x 10' space, unless otherwise approved by Management. A 10' x 20' space may be reserved for \$100. There is no separate fee for non-profit vendors. **Exhibitor must provide their own table and chairs.** A tent is **strongly recommended but not required.**

### **Sponsorship**

\$250 Silver Level. Includes:

- Logo on event poster. 500 posters will be printed and distributed to local businesses.
- 10' x 10' booth space.

\$500 Gold Level. Includes:

- Logo on mailer. 2,000 postcards will be mailed to homes surrounding Deep Run Park.
- Logo on t-shirt. 250 event t-shirts will be printed and distributed to participants.
- Logo on event poster. 500 posters will be printed and distributed to local businesses.
- 10' x 10' booth space.

Since the poster is printed several weeks prior to the event, sponsors must submit their contract, logo and payment **no later than August 7.**

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