



Indy Mutt Strut April 25, 2020

Vendor Rules

General Vendor Rules

- Exhibitors receive 2 entries to the event for those representing you in your booth. Additional registrations may be purchased at www.indymuttstrut.org
- Mutt Strut is held rain or shine. Exhibitors commit to attending Mutt Strut regardless of weather (excepting an emergency situation). Exhibitors unable to attend must give as much notice as possible, but no later than one week prior to the event. Vendors unable to attend will not be refunded the vendor booth fee, as the space will have been allocated and supplies ordered. Please contact the event organizer if unforeseen circumstances arise regarding your ability to attend.
- Exhibitors will be assigned a time to arrive and set up the morning of Mutt Strut. Exhibitors agree to arrive at their designated time to allow for all vendors to load in before the event start.
- Event Management does not guarantee specific volumes or levels of attendance at Mutt Strut. Vendor shall not be entitled to any refund, in full or in part, of any amounts paid based on actual attendance level.
- Only one organization may be represented per booth, unless approved by Event Management in advance. No organization may sublet their space to another organization without approval.
- The Humane Society of Indianapolis may, at its discretion at any time, use photographs, videos, logos and testimonials of any vendor for its own publicity use.

Vendor Recognition

- Vendors are not provided sponsorship recognition and are not listed as sponsors on the indymuttstrut.org website. Vendors interested in sponsorship benefits should contact Jill Bennett at jbennett@indyhumane.org.

Vendor Booth Setup

- You will be sent a very specific setup time, so please don't arrive earlier than your scheduled time unless it has been approved by Jill Bennett.
- We will begin our staggered setup at 7:00 am. All vehicles must be off the event footprint by 8:30 am and all booths must be set up by 9 am. Entry to the public begins at 9:30 am. If vendors arrive after 8:30 am and have heavy items, the vendor will be responsible for

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7929 N Michigan Rd., Indianapolis, IN 46268
Visit indymuttstrut.org for event information

bringing a cart to transport them to their booth. Mutt Strut volunteers will be available to assist vendors on a first-come, first-serve basis.

- Vendors are asked to park in general event parking after unloading and will be directed to the exact location on event day.
- Exhibitors will not dismantle or leave their booths unattended prior the event's official end time of 2:30 pm.
- Display materials must be confined to the individual Vendor's assigned booth space. Vendors may not solicit individuals outside of their assigned booth space.
- Vendors selling or sampling (human) food must be in compliance with all Marion County Public Health Department requirements. Please notify Event Management if you are selling or sampling food so that we can ensure that you are included in any required permits. Vendors are responsible for procuring a temporary food service license from the Health Department if required.
- Electrical connections are limited and must be requested and paid for in advance. No additional electrical connections will be available on the day of the event.

Sales and Donations

- Vendors may sell any items that do not violate the terms and conditions of the event. Vendors selling items are responsible for collecting and submitting any appropriate sales tax.
- Nonprofit organizations at the event are not permitted to fundraise for their own organizations on-site as this is a IndyHumane's largest fundraising event.
- Lotteries, drawings, guessing games or prize contests of any kind sponsored by individual vendors must follow all local and state regulations and are subject to Event Management approval.

Additional information will be communicated to all Vendors prior to the event.

Payment **MUST** be received by April 15, 2020.

Questions regarding Vendor registration may be directed to Jill Bennett at

jbennett@indyhumane.org

I have read and agree to adhere to the Indy Mutt Strut Vendor Vendor Rules.

Vendor / Business Name

Contact

Signature

Date

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