



<b>Company Name</b>
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<b>Contact Person &amp; Title</b>
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<b>Address</b>
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<b>City</b>	<b>State</b>	<b>Zip Code</b>
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<b>Email</b>	<b>Fax</b>	<b>Phone</b>
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**Please complete form above, read below terms and conditions, and fax completed application to 517-552-8051 or email to [jnicholson@humane-livingston.org](mailto:jnicholson@humane-livingston.org).**

Vendor spaces are **COMPLEMENTARY**. Please bring your own table and chairs.

Please submit your application as quickly as possible. Last day for applications is **Monday, September 4th**.

**APPLICATION PROCESS**

- HSLC will review all applications for vendor and upon approval will email confirmation, including details regarding event load-in and load-out. If you don't receive within two weeks, email [jnicholson@humane-livingston.org](mailto:jnicholson@humane-livingston.org) or call the shelter at (517) 552-8050 x324.

**INSURANCE**

- Fire, loss, theft, workers' compensation (if applicable) and liability insurance in limits of \$1 million and an aggregate of \$2 million, must be procured by the Vendor at its own expense and the Humane Society of Livingston County must be named as an additional insured. Liability certificates may be obtained as an insurance rider through your current insurance provider. Proof of insurance does not need to be submitted with the application, but HSLC must receive proof of insurance prior to the event.

**VENDOR SPACE**

- HSLC will determine the location for each vendor's space.
- No water connections or electrical connections are provided at vendor spaces
- Vendors can set up between 8:00-9:00 am.
- Vehicles must be removed from vendor space area by 9:00 am.
- Vendors must pack up immediately following but not before the end of the event at 1:00 pm. (remove all trash)

**DAY OF EVENT**

- Items given out should be safe for children
- You may bring your dog with you to Doggie Dash! Dogs need to be kenneled or kept on a leash at all times. Pick up after your pet. Dogs must be licensed and current vaccinations. Do not bring female dogs in heat. Dogs must have good temperaments.