



FRIENDS of the Burlington County Animal Shelter www.friendsofbcas.org

2018 Paw Prints 5K Organization/Vendor Application

General Information

Date: Saturday, September 29, 2018

Time: 8-11 a.m.

Location: 801 Smithville Road, Eastampton, NJ 08060. NOTE: Due to bridge closure, do not use Route 38 to access Smithville Road. Use Powell Road/Route 621 instead.

The Paw Prints 5K is sponsored by Friends of the Burlington County Animal Shelter. This is a family-friendly event. No political or controversial handouts, soliciting or petitioning are permitted at this event.

Fees

For the 2018 Paw Prints 5K, the vendor fee is \$25. Each space is 10' x 10' space. Vendors/exhibitors are expected to supply all their exhibit needs, including table(s), chair(s) and canopy, if applicable. (Electricity is not available.)

There is no fee for Paw Prints 5K gold and silver sponsors, non-profit organizations, veteran-owned businesses, and government agencies/organizations.

Deadline

Applications **MUST** be received by September 1, 2018.

Screening

All applicants will be screened by the Paw Prints 5K planning committee for participation. Primary factors considered for acceptance are: appropriateness of product, service or message with an animal-friendly or active/healthy lifestyle focus; previous participation in other Friends of BCAS events; and timeliness and completeness of returned application. This application does **NOT** guarantee a space. All vendors will receive a notice of either acceptance or rejection.

Food Vendor Permits

All food vendors must have permits and forms approved in writing by September 1, 2018. Please contact Ann at annr66@comcast.net for copies of these forms. Food vendors also must have a current Burlington County inspection or current inspection from another county. Any vendor that is frying or has a fryer in their set up must have a suppression system for the fryer, must have a current inspection on the system showing it to be in working order, must have a class K extinguisher and must have a current tag as of September 29, 2018. The assistant fire marshal will be on site at the event to conduct inspections and approvals.



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Vendor/Exhibitor Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Contact Person: _____

Phone: _____ Cell: _____

Email: _____ Website: _____

Description of product/service/demonstration: _____

Number of spaces requested: _____

Checklist of necessary items -- incomplete applications or applications lacking related forms will NOT be considered.

- Complete and sign application. Deadline is September 1, 2018.
- Enclose check for \$25.00 for regular rate for each 10' x 10' space requested. Please make check payable to Friends of the Burlington County Animal Shelter.
- If you are a non-profit, please enclose a copy of your non-profit status form with your application.
- Enclose a SIGNED copy of the rules, regulations and hold harmless forms.
- Enclose a copy of your insurance certificate, if applicable, or forward the information regarding insurance requirements to your insurance agent.

Mail completed application, check (if applicable) and any other forms to:
Friends of BCAS/Paw Prints 5K
3111 Route 38, Suite 11 #238
Mount Laurel, NJ 08054

For more information, email Ann at annr66@comcast.net.



2018 Paw Prints 5K Organization/Vendor Application

Rules, Regulations and Hold Harmless Forms

- No food items may be sold unless appropriate forms and permits are approved in writing at least two weeks in advance by the Burlington County Health Department and fire marshal for food vendors using fryers and/or open flame.
- No crafter/vendor will be granted exclusive rights to sell particular products or services.
- All vendors/exhibitors must have their displays in place and operational no later than 8 a.m. on September 29, 2018. Anyone arriving after that time will not be permitted to exhibit.
- All vendors/exhibitors cannot breakdown their space before 11 a.m.
- All exhibits must be in good taste. Pornographic, obscene or offensive items are absolutely unacceptable and will not be permitted. The Friends of the Burlington County Animal Shelter reserves the right to order unacceptable items removed from the exhibitor area.
- No political campaigning and/or solicitation activities by organizations and/or persons may be conducted during this event.
- Non-profit social service organizations, government agencies and other non-profit community groups are invited to participate at no charge.

I have read the above regulations and agree to abide by them in their entirety.

Print name: _____

Signature: _____ Date: _____

The vendor/organization shall be solely responsible for and shall keep, save and hold harmless the Friends of the Burlington County Animal Shelter and the Burlington County Board of Chosen Freeholders, their servants, volunteers and agents from and against any and all claims, demands, suits, actions, recoveries, judgments, costs and expenses in connection therewith on account of personal injury, loss of life, and damage and loss of real and personal property of any person, agency, corporation or government entity arising out of or in consequence of any acts or omissions of vendor, his employees, agents and sub-vendors, in connection with vendor's/ organization's participation in the Paw Prints 5K on September 29, 2018.

Your application will be reviewed by Burlington County risk management and fire marshal offices. There may be some exhibits, demonstrations or activities that require the vendor/exhibitor to provide proof of insurance acceptable to the county and/or fire permit.

Name of organization: _____

Print name of contact person: _____

Signature of contact person: _____ Date: _____



Insurance Requirements

Anyone providing the following activities will need to provide proof of insurance; if you're not providing any of the activities below, simply complete the vendor form and sign the rules, regulations and hold harmless forms.

Food vendors, vendors giving away pet food samples, vendors/organizations providing activities such as a "moon bounce" and anyone bringing animals for adoption to the Paw Prints 5K event are to provide an insurance certificate with the following requirements:

1. Commercial General Liability coverage, for Personal Injury and Property Damage Liability of not less than one million (\$1,000,000) combined single limit for each occurrence and two million (\$2,000,000) annual aggregate; and
2. Please list the Friends of the Burlington County Animal Shelter and Burlington County Board of Chosen Freeholders as additional insureds under the General Liability. This can be a statement in the description box of the certificates; and
3. All Statutory Workers' Compensation and employer liability coverage required to be held by law (if applicable); and
4. The certificate holder should be Friends of the Burlington County Animal Shelter, 3111 Route 38, Suite 11 #238 Mount Laurel, NJ 08054. A separate certificate shall be issued for Burlington County Board of Chosen Freeholders, 49 Rancocas Rd., PO Box 6000, Mt. Holly, NJ 08060.
5. You can forward this information to your insurance agent. If they have any questions, please have them call the Burlington County Risk Management Office at 609-702-7078 for assistance.