

City of Sunrise



2012

Presented by



## Retail Vendor Information Sheet

**Please read all information provided below before applying.**

Woofstock 2012 is scheduled to take place on Saturday, February 4, 2012, from 10:00 a.m. to 4:00 p.m. at Sawgrass Sanctuary, located at 237 North New River Circle. Woofstock is a cost-effective means of promoting your business to residents of western Broward County. The City of Sunrise encourages vendors to offer products and services that are in keeping with the event's canine theme.

**APPLICATION PROCESS:** Submission of an application does not imply or guarantee participation into the City of Sunrise's Woofstock. Vendor slots will be assigned on a first-come, first served basis. Substitutions are prohibited. Vendor applications will be reviewed once received; applicants will be contacted shortly thereafter to confirm acceptance. Vendors will be selected based on quality and appropriateness of the items/services to be provided. In order to be considered, applications must be completed, signed, and accompanied by: 1) a vendor fee of \$30.00 (checks and/or money orders are to be made out to: City of Sunrise); and 2) a brochure or a link to a web site representing the items they intend to sell. Fees will not be processed and deposited until your application has been accepted. Once acceptance by the City has been given, vendor fee will be non-refundable. Prior to the event, you will receive a participant packet with parking pass and booth location.

**SET UP, BREAK DOWN, AND CLEAN UP:** Set up begins at 8:00 a.m. and must be completed by 9:30 a.m. Break down begins at 4:00 p.m. Absolutely no early set ups or breakdowns are allowed. Vendors are responsible for all garbage removal from their space. Trash must be disposed of at the designated dumpster. Vehicles are not allowed in the park except to unload and load supplies and equipment. Please be courteous to your fellow vendors when unloading your vehicle(s). There will be a designated area for vendor parking and a parking pass will be provided.

**DISPLAY AND PRESENTATION:** Each vendor will provide their own tent, which shall be not be larger than 10' x 10', tables and chairs. The City of Sunrise reserves the right to control the look and visual impact of the festival site. Vendors are responsible for creating a professional and visually attractive presentation. The City reserves the right to request improvements to displays if necessary, or to relocate booths. Vendors must provide their own table covering. All booth tables must be covered. Vendors must display professional signage at each selling space identifying the business name. Signage must remain within the limits of the vendor selling space. All vendor activities must be confined to their allotted space. Contiguous slots are available.

**CANCELLATION POLICY:** The City of Sunrise's Woofstock will be held rain or shine. There will be no refunds.

**VENDOR ATTENDANCE:** All vendors who have reserved space and are unable to attend Woofstock must advise the City of Sunrise by 5:00 p.m. on Friday, January 27, 2012.



2012

**VENDOR/EXHIBITOR RULES AND REGULATIONS, TERMS AND CONDITIONS**

1. Vendors must provide a sample, photograph and/or link to a Web site representing the items they intend to sell.
2. Vendor slots will be assigned on a **FIRST-COME, FIRST-SERVED** basis. No substitutions allowed.
3. **Vendor fees are non-refundable.**
4. The Vendor will provide their own tent, tables and chairs. Vendors are responsible for bringing and providing any other equipment and/or supplies necessary to conduct business at Woofstock. The City of Sunrise does not loan, rent or in any way supply vendors with additional equipment.
5. Vendors must provide own table covering. All booth tables **MUST** be covered.
6. All vendors must display professional signage at each selling space identifying the business name. Signage must remain within the limits of the vendor selling space.
7. All vendor activities must be confined to allotted 10'x 10' space. Contiguous slots are available.
8. Games of chance are not allowed.
9. The sale, use or possession of alcohol is not allowed. The only exception to this is for designated beverage vendors.
10. Vendors are responsible for collection of their own sales tax.
11. Each vendor is responsible for his/her booth and all items in it.
12. Food items and beverages **CANNOT** be sold or given away by a non-food vendor unless written permission is provided by the City of Sunrise.
- 13 Vendor recycling is expected and containers will be provided.
14. Smoking is not permitted in vendor booths and activity areas.
15. Vendors must comply with the rules and regulations of Sawgrass Sanctuary and the City of Sunrise.
16. Rules may be subject to change without advance notice.
17. The City of Sunrise staff reserves the right to assign, limit the quantity of or relocate space(s) rented by a vendor. The sharing or subletting of booths is not permitted. If you feel your situation warrants special consideration, please discuss it with City staff prior to committing to the event.
- 18 If you bring your personal dog, proof of rabies vaccinations is required. You are responsible for the care and control of your dogs. Dogs must be provided proper confinement (well-ventilated, wire cage dog crate) or be on a 6 ft. leash, and with a handler at all times. Dogs may not be left unattended at anytime. Dogs may not be left in vehicles unattended and/or without adequate ventilation. Aggressive dogs will be asked to leave. Dogs must be provided free access to water. Dogs must be provided with adequate toileting breaks. Vendors are responsible for the immediate disposal of fecal waste.
19. City of Sunrise reserves the right to request the removal of any dog that we deem unfit for the event.
20. All vendors will be required to comply with all applicable City of Sunrise Codes

I have read and received a copy of the vendor information sheet containing the rules and regulations, terms and conditions regarding participation in the City of Sunrise's Woofstock.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date



**City of Sunrise**  
  
**2012**

Presented by  

**Retail Vendor Application**  
 City of Sunrise • Leisure Services Department • 10610 W. Oakland Park Blvd. • Sunrise, FL 33351  
 954-747-4630 • Fax: 954-572-2476 • [www.sunrisefl.gov](http://www.sunrisefl.gov)

**Company Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Contact's Cell No.:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Web Site:** \_\_\_\_\_

**Category of Product or Service**

*(please select)*

- |                                                          |                                                     |                                                  |
|----------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Grooming                        | <input type="checkbox"/> Art/Photography            | <input type="checkbox"/> General Pet Supplies    |
| <input type="checkbox"/> Boarding/PetSitting/Dog Walking | <input type="checkbox"/> Pet Specialty Foods/Treats | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Health Care                     | <input type="checkbox"/> Pet Apparel/Accessories    |                                                  |
| <input type="checkbox"/> Training                        | <input type="checkbox"/> Human Apparel/Accessories  |                                                  |

Please provide a description below (be specific) of the product you will be selling. Also, attach a brochure or provide a link to your business' website.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Does your booth require electricity?**     Yes     No

If you answer "yes" to electricity, please provide the size/requirements needed. There is **no guarantee** for power to your booth.

Please describe the type and size of vehicle you will be using (e.g., car, pickup truck, van, car with trailer, etc.):

\_\_\_\_\_  
 \_\_\_\_\_

**RELEASE: VENDORS FOR CITY OF SUNRISE'S 2012 WOOFSTOCK**

The undersigned, in consideration of the City of Sunrise providing us with space for the display and sale of our various products, goods, and other valuable wares, do hereby release and forever discharge the City of Sunrise, and any of their members, employees, agents and volunteers (*collectively "Releases"*) from any and all liabilities, claims, actions, damages, costs or expenses, whatsoever, which I may have against Releases arising out of or in any way connected with my participation in this program, including but not limited to damages, injuries or death caused by the active or passive negligence of Releases otherwise.

Further, I hereby agree to release, indemnify and hold harmless the City of Sunrise and any official or volunteer of the City of Sunrise against all claims resulting from participation in this program. I have attached a signed copy of the City of Sunrise's 2012 Woofstock Regulations indicating that I agree to abide by the Rules & Regulations. Furthermore, I understand that any violation of these rules or hazards to the public will cause immediate revocation of my ability to be a vendor at the City of Sunrise's 2012 Woofstock. I agree to sell only those products approved by the City of Sunrise staff.

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**APPLICATION CHECKLIST**

- |                                                                                 |                                                                  |
|---------------------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Signed and Dated Vendor Information Sheet              | <input type="checkbox"/> Completed and Signed Vendor Application |
| <input type="checkbox"/> \$30.00 Application Fee payable to the City of Sunrise | <input type="checkbox"/> Brochure and/or Link to Web Site        |

