

Vendor Booth Application

Vendor Booth Fee: \$50. Includes exhibitor listing on Humane Society Website and Event Marketing Materials.

Non-Profit Booth Fee: \$25. Includes exhibitor listing on Humane Society Website and Event Marketing Materials.

Organization must be a registered 501(c)(3) non-profit.

Set-up: Vendors Set-up begins at 7:30 am. Set-up will need to be completed by 8:30 am. The setup will take place in the parking lot across from the amphitheater. Only one parking space per vendor allowed. A map and one (1) Parking Pass will be provided prior to the event day. Each Vendor will be assigned a number and that number will correspond to the location of your Booth.

Please note that those booths not set up in the scheduled time will be forfeited, and no refunds will be given.

Requirements for Vendors and Non-Profits:

- Booth applications and fees must be received by the Humane Society by **Friday, October 1st, 2021**.
- Any ad specialty items, coupons, or other information you would like included in the runners/walkers registration packets must be sent in to the Humane Society by **Friday, October 8th, 2021** - Send to **The Humane Society, c/o See Spot Run, 405 Greenlawn Dr, Columbia, SC 29209**. - Must provide **500 copies**
- Please make checks payable to: The Humane Society, for the full fee amount.
- See Spot Run organizers reserve the right to prohibit any product from being marketed at the event.
- This event will take place rain or shine. Prior to the event you will be notified of an emergency number to call in the event of extreme weather by 6am on the day of the event. No refunds will be given due to weather complications or cancellations.
- Vendors are responsible for staffing, setting up and breaking down booths.
- Vendors are responsible for bringing their own tent, table and chairs and signage for their booth area. Please note: tents must be weighted on all four corners and stakes are not allowed in the grounds of the park.
- See Spot Run reserves the right to sell official See Spot Run merchandise. See Spot Run reserves the right to be the sole food vendor for the event.

By sending in this application you agree to the terms contained herein. Please complete the following information and mail it along with your payment to: The Humane Society, c/o See Spot Run, 405 Greenlawn Dr, Columbia, SC 29209.

Vendor Organization Name: _____

Point of Contact Name: _____

Address: _____

Email: _____

Phone: _____ Fax: _____

Do you require access to electricity? If so, please specify your needs:

_____ **For questions or more information, please contact Dawn L Wilkinson, Executive Director, at 803-783-1267 or email at dawn.wilkinson@humanesc.org.**