

VENDOR REGISTRATION FORM



Contact Name			
Business Name			
Phone		Email	
Website or FB Page			
Business Address			
How will you interact with the community at Pet Fest? (ie. Raffle, demo, children's activity, giveaway...)			

Pet Fest is a pet-friendly festival in Glens Falls' City Park on Saturday, May 20, 2017, from 11 a.m. to 3 p.m. Pet Fest works under the umbrella of the Glens Falls Collaborative, which organizes the event. Pet Fest seeks pet and animal related vendors to offer interactive demonstrations, giveaways, samples, children's activities, and information about your organization and services.

DATE Saturday, May 20, 11 a.m.-3 p.m.

BOOTH FEES Collaborative members: FREE Non-members: \$50

IMPORTANT INFO Set up at 9:30 a.m. We ask that you are completely set up by 10:30 a.m. Please wait until after 3 p.m. to break down. This is a rain-or-shine event. Bring your own tent, table and chair as these are not provided. Your booth size is 10'x10' square. Please help us promote and follow us at [facebook.com/downtownglensfalls](https://www.facebook.com/downtownglensfalls).

REFUNDS Booth fees are not refundable in the case of inclement weather or if the vendor cancels within two weeks of the event. We reserve the right to reject applications for any reason. In the case of a rejection, your booth fee will be refunded. We notify you of application approval within two weeks.

INSURANCE General Liability Insurance Requirements –The Participant shall maintain the following minimum limits of insurance: General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate, Products/Completed Operations - \$2,000,000, and Liquor liability - \$1,000,000, if applicable. Event Participants must submit to the Glens Falls Collaborative a Certificate of Insurance naming the Collaborative and the City of Glens Falls as additional insureds. Please fax to 518-793-1685. Copies of Insurance Certificates must be submitted to the Glens Falls Collaborative prior to event participation.
Glens Falls Collaborative, PO Box 825, Glens Falls, NY, 12801 • The City of Glens Falls, 42 Ridge St, Glens Falls, NY 12801

Application and payment due by May 1, 2017. Please make checks payable to Glens Falls Collaborative.
MAIL TO: Glens Falls Collaborative, P.O. Box 825, Glens Falls, NY 12801 **OR EMAIL TO:** ourglenfalls@gmail.com

You can pay online! Visit www.glensfallscollaborative.com/events/pet-fest/
Questions? Contact Jenn Howse at jenn.ehrny@gmail.com