



In partnership with



Proudly sponsored by



PAWS IN THE SARC

2019 VENDOR APPLICATION FORM

Thank you for your interest in participating in the 2019 Paws in the SARC Event to be held at the Stronach Aurora Recreation Complex (SARC) on Saturday, May 11th from 10 a.m. to 6 p.m. Sunday, May 12th will be exclusively Dock Diving from 10 a.m. to 4 p.m. Please complete the information below to be considered for participation. Please be aware that only approved vendors will be contacted to participate in the 2019 Event.

Please return the completed form with payment by **Friday, April 6th**. Applications may be emailed to Brad Dewar, Town of Aurora at bdewar@aurora.ca, dropped off or mailed in.

Please note that page 4 of this application must be signed and witnessed (2 signatures in total).

Vendor Fees (per 10' x 10' booth)

Not-for-profit: \$25 + HST (total: \$28.25)

For-profit: \$85 + HST (total: \$96.05)

Electrical Access: \$15 + HST (total: \$16.95)

Partnering Agency: \$0

► Vendor Fee Payment Options:

Pay by credit card:

Please circle credit card type: VISA MASTERCARD

Name on card: _____

Card #: _____

Expiry: _____

Mail in a cheque made payable to: **Town of Aurora**

100 John West Way, P.O. Box 1000, Aurora, Ontario L4G 6J1, **(Attention: Brad Dewar)**

Pay at a Customer Service desk:

Aurora Town Hall
100 John West Way
Aurora, Ontario
L4G 6J1

(Cash, cheque, debit or credit)

► **Applicant Information**

Organization Name: _____

Website: _____

Contact Person: _____ Email: _____

Address: _____ City/Province: _____

Postal Code: _____ Phone: _____

Day of Event Contact: _____ Day of Event Contact Phone: _____

Please describe what activities and/or interactive displays (something that engages customers at your booth) you will be doing within your display space. (e.g. selling items, giveaways, contests, etc.)

Are you planning on giving away or selling any food or drink to humans at the event? If you are providing food or drink of any kind, you must comply with the requirements of York Region Public Health and submit a Vendor Application Form for Special Events as well as provide proof of liability insurance, naming the "Corporation of the Town of Aurora" as an "additional insured" in the amount of \$2,000,000 dollars.

Do you require multiple spaces? (one space is 10 x 10') If so, how many booths would you like and would you like them place side by side or spread out? (One vendor fee is charged per space.)

Do you require any other specific needs or require a specific location? (i.e. water, hydro, close proximity to washrooms, accessible parking etc.) *Please note that needs and locations cannot be guaranteed but we will try our best to accommodate.

► Vendor Rules and Regulations

- 1) Set up may be completed Friday, May 10th between 1 p.m. and 11 p.m. All set up must be completed before the start of the Event. If you do not set up prior to the event, your space is subject to forfeit and may be occupied by another group. Vendor fees will not be refunded.
- 2) All vendors must be pet related and approved by the organizer.
- 3) All booths must be staffed for the entire duration of the Event. At no time can any booth or space be left unattended.
- 4) The booth fee includes a 10 x 10 foot space only. You are responsible for all of your set up, tear down and any items to accompany your space. Any equipment including but not limited to chairs, tables, garbage, canopies, signs and power are the responsibility of the vendor.
- 5) All garbage collected at the booth during the Event is the responsibility of the vendor. Nothing can be left after the Event. A garbage bin will be provided by the Event organizer for vendors to dispose of their garbage.
- 6) No smoking, alcohol, fireworks, weapons, or illegal substances are allowed at the Event. Due to the amount of animals, excessive noise makers and balloons are not permitted.
- 7) All items for sale must be confined to the designated booth space. No aggressive sales or fundraising will be permitted.
- 8) Vendor parking will only be allowed and available in designated areas and can not restrict or block general parking for guests/visitors.
- 9) Town staff reserve the right to refuse entry/participation of any vendor if the above requirements are not met.
- 10) The Town will not be responsible for any damage to vendor space and vendors assume all liability in attending the Event.
- 11) All applications must include proof of Commercial General Liability (CGL) Insurance coverage in the minimum amount of \$2,000,000 dollars per occurrence, for bodily injury and property damage. The "Corporation of the Town of Aurora" must be named as an "additional insured" on the CGL Certificate. Proof of all Insurance as requested must be provided in the form of a Certificate of Insurance.

By signing below you agree that you have included all information pertaining to your set up and you have read and understood these rules and regulations pertaining to the Event and agree to abide by them for the Event.

Applicant Signature: _____ Date: _____

Town of Aurora representative: _____ Date: _____

Date application was submitted: _____

Date application was approved: _____

AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

In consideration of acceptance of this application the undersigned applicant agrees to save harmless and fully indemnify the Town of Aurora and its officers, servants, employees, elected officials and agents from and against all claims, demands, suits, actions, causes of action or proceedings that may be brought against or made upon the Town of Aurora, its officers, servants, employees, elected officials and agents by any person or persons in which the claims, demands, suits, actions, causes of action or proceedings may result from, arise from, be contributed to or be, in any way related to any act, omission, failure to act or otherwise of the applicant, its officers, servants, employees, and agents pertaining to the Event described in this application.

Signed, sealed and delivered at the Town of Aurora, the province of Ontario this ____ day of _____, 2019.

Authorized Signature of Applicant

Witness

Name (print)

Name (print)