



presents



CALL FOR VENDORS

Dear FOHA Friend,

Celebrate FOHA's 44th year of rescuing homeless dogs and cats by participating in our signature event, Barktoberfest. Founded in 1973, Friends of Homeless Animals (FOHA), Loudoun County's largest no-kill dog and cat rescue, will be hosting "Barktoberfest: A Purrfect Pet Celebration" on Saturday, September 23, 2017 at the Loudoun County Fairgrounds. This event will celebrate the human-animal bond while raising awareness and funds to benefit the hundreds of adoptable animals cared for by FOHA.

The celebration will feature live music, vendors and artisans, interactive games for pets and children, an animal communicator, a kitty corner for cat lovers, canine demonstrations, a silent auction, raffle items, contests, a FOHA reunion, food trucks, wine tastings, the Glow DOG Glow 1 mile and 5k run/walk, and more. There will be plenty of space to enjoy activities and relax in the beauty of the Loudoun countryside. This celebration will also provide a perfect opportunity to inform attendees of pet-friendly businesses and services available from professionals like you.

FOHA is a privately funded 501(c)(3) non-profit, no-kill shelter located on 40 acres of land in Loudoun County. FOHA has rescued, rehabilitated and re-homed more than 16,000 cats/dogs over the last 44 years. As a non-profit organization, we rely 100 percent on financial

support through generous donations of time, goods/services and financial contributions from local individuals, groups and businesses.

FOHA has been voted Best Animal Rescue Organization in Loudoun County 2014, 2015, 2016, 2017. FOHA has recently been selected one of the top 10 animal shelters in Virginia by BestinVirginia.com

As a vendor, you will have the opportunity to expand your customer base and market your business to a target audience of people invested in the well-being of their pets. This is a true win-win opportunity for you and FOHA. *If you would like to receive even more promotional benefits, please read about our sponsorship levels. Most sponsorship levels include a complimentary vendor space.*

We hope that we can count on your support and include you as a vendor or sponsor for "Barktoberfest: A Purrfect Pet Celebration". If you have any questions please contact Sue Lehman at events@foha.org. For updated information on the event, go to www.barktoberfest.org.

Please remit payment with the completed form. Thank you for your consideration.

<p>FOHA Facts/Stats</p> <ul style="list-style-type: none"> www.foha.org receives over 16,000 hits per month 11,500 fans and friends on Facebook 2,230 followers on Twitter and Instagram Print mailing list of more than 20,000 supporters Email Distribution List of 8,500 supporters More than 350 visitors to the shelter monthly 1,500 shoppers at the Treasure Hound monthly Over 1,300 attendees in 2016 Over 16,000 Animals saved since 1973 	<p>Event Highlights</p> <ul style="list-style-type: none"> Pouring for Paws Wine and Beer Tent Food Trucks Face Painter & Caricature Artist Pet Contests/Kids Games/Dog Games Glow DOG Glow 1 mi/5k run/walk Silent Auction Animal Communicator K9 Demonstrations Live Music
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Sincerely,

Sue Lehman, President
Friends of Homeless Animals



Hours	10:30am – 5:30pm and later
Cost	<p>\$100 – 10x10 Indoor/Covered Space</p> <p>\$100 – 12x10 Outdoor Space</p> <p>Vendors who agree to stay until 6:30 will get a \$25 discount</p> <p>Limited Spaces are available, reserve your space early.</p>

Additional Details:

- ✓ Vendors are requested to provide an item(s) valued at no less than \$15 for use in the silent auction or pet contests. Promotional items are fine.
 - Silent Auction items are due no later than September 10, 2017.* Items can be dropped off at The Treasure Hound (FOHA’s resale shop), 14508-D Lee Rd, Chantilly, VA (Corner of Rt. 50 and Lee Rd. One light West of Rt. 28) or mailed to FOHA, PO Box 415, Aldie, VA 20105
- ✓ Completed Vendor Packet is due no later than September 8, 2017.*
- ✓ Spaces will be assigned starting August 1, 2017.
- ✓ Vendors responsible for providing own tables, displays, chairs, tents, etc.
- ✓ Electricity available to all vendors.
- ✓ Want more bang for your bucks promotionally? Check out our sponsorship packages on www.barktoberfest.org. Most of the sponsorships come with a free vendor space.

Ready to get involved?

Please submit the following items:

1. FOHA Barktoberfest Vendor Application
2. Payment of Vendor Fee via Check or Credit Card.
3. Email address or a #10 self-addressed stamped envelope for information to be mailed back to you.

Mail To:
 FOHA Barktoberfest Vendor Chair
 c/o Sue Lehman
 PO Box 415
 Aldie, VA 20105

***Note:** Items received after the September 10 deadline will gratefully be accepted, however we cannot guarantee the use of them at this event.

****Note:** Vendor applications will be accepted for review on a first come first served basis. Applications are not considered accepted until the vendor contract is signed by both parties, the vendor and FOHA.



FOHA Barktoberfest

Name of Business: _____

Point of Contact: _____

Mailing Address: _____

E-Mail address: _____ WEBSITE address: _____

Phone #: _____ Phone# (alternative) _____

Merchandise being sold: _____

Handcrafted Retail

Description: _____

Item(s) you are providing for silent auction/goodie bags _____

Number of Indoor/Covered 10x10 Booths: _____ x\$100 (\$75 for vendors staying until 6:30)

Number of Outdoor 12x10 Booths: _____ x\$100 (\$75 for vendors staying until 6:30)

Total Payment Enclosed \$ _____

Check: Payable to FOHA

Credit Card # _____

Exp Date ____/____ Zip Code _____

Name on Card: _____

Mail to: FOHA Barktoberfest, Sue Lehman, Vendor Chair, PO Box 415, Aldie, VA 20105

I have read, and agree to comply with the attached rules and regulations. I agree, as the exhibitor not to hold FOHA or any staff/volunteers responsible for any injury, property damage, or theft of any kind, nor will I be a party to any legal action against FOHA. I also agree to be responsible for collection of Virginia State Sales Tax.

Signature: _____ Date: _____



Vendor Space Contract

This Vendor Space Contract is made as of _____ 2017, between _____ (“Vendor”), of _____, and Friends of Homeless Animals, Inc. (“FOHA”), a Virginia corporation.

WHEREAS, FOHA wishes to permit Vendor occupy a booth at Barktoberfest: A Purrfect Pet Celebration (“the event”), to be held September 23, 2017 at the Loudoun County Fairgrounds, and Vendor is prepared to occupy such space and to participate in the event, the parties agree to the following terms and conditions (Rain or Shine):

1. Vendor shall be obligated to set-up its booth for the event no later than 10:00 a.m. on September 23, 2017 in the area at the Loudoun County Fairgrounds designated specifically for vendors, and shall furnish all equipment, tables, chairs, banners and tenting it requires to present its services and products.
2. Vendor is obligated to stay until 5:00, unless signing up for a discount to stay until 6:30.
3. Vendor’s distribution and display of materials, and its advertising, raffles, sales, and solicitation of any sort shall be restricted to its booth space.
4. Vendor shall not sell any food or beverage for human consumption, but may sell food/treats for canine and feline consumption.
5. Vendor shall be provided access to electricity without charge, but shall provide its own extension cord to connect with such utilities.
6. Devices generating sound shall be kept to a low volume. Event management reserves the right to request volume adjustments.
7. Friendly leashed dogs may be permitted in a Vendor’s booth, provided that booth staffing allows for proper supervision of dogs at all times.
8. Vendor shall obtain whatever federal, state, or Loudoun County permits are required to enable it to participate in the event.
9. Vendor agrees that in providing its services and products pursuant to this agreement, it shall be acting as an independent contractor and not as an employee of FOHA, and shall be responsible, at its own expense, for providing any accident or medical insurance.
10. Vendor shall direct any questions, comments or concerns to Sue Lehman, Vendor Chair, at events@FOHA.org.
11. Vendor understands that should it fail to abide by any applicable federal, state, or local law or ordinance, or should it act in a manner considered by FOHA to be detrimental to the organization or to detract from the event, FOHA shall have the right immediately to terminate Vendor’s participation in the event without prior notice.

12. Vendor hereby agrees to release, indemnify, and hold harmless FOHA, and its officers, agents and employees from any and all liability, damage, and claims arising out of the acts or omissions of Vendor at the event.
13. Neither party may assign or transfer this contract without the prior written consent of the other party.
14. This contract may only be modified or amended in writing, signed by both parties.
15. The failure of either party to enforce any provision of this contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with any provision of this contract.
16. This contract shall be governed by the laws of the State of Virginia.

NOTE: Vendor applications will be accepted for review on a first come first serve basis. Applications and contracts are not considered valid until the vendor contract is signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this contract by their duly authorized representatives on the date first set forth hereinabove.

FRIENDS OF HOMELESS ANIMALS, INC.

By: _____
Name: Sue Lehman Date: _____
Title: Barktoberfest: A Purrfect Pet Celebration Vendor Chair

VENDOR

By: _____
Signature Date

Please complete the following:

Name: _____

Title: _____

Address: _____

Phone Number: _____

Email Address: _____

Web Site Address: _____