



2024 SPCA *Dog Walk & Pet Fair* Vendor Form



Join us for the BEST dog event in Westchester County! The SPCA Dog Walk and Pet Fair takes place on **Saturday, May 18th** from 10 a.m. to 1 p.m. at FDR State Park in Yorktown Heights.

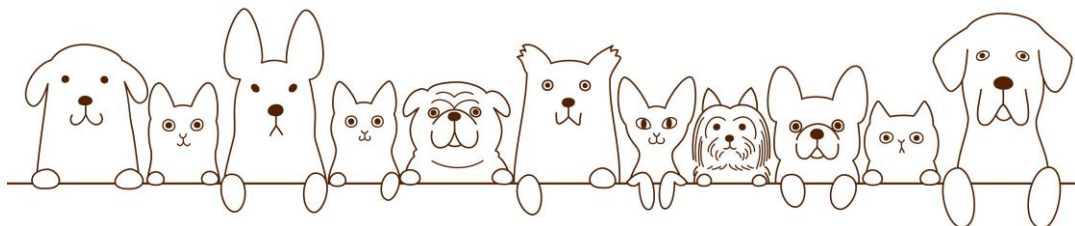
The goal of this special event is to raise awareness and much needed funds for the thousands of homeless animals cared for at SPCA Westchester every year. As a Vendor, you'll be given a dedicated space to set up a booth to sell and/or promote your goods and services.

Attendees can take part in a trail walk and then enjoy music, refreshments, animal related demonstrations, shopping in our Woof and Meowtown Village, as well as an SPCA adoption fair.

This event is highly promoted through our social media pages (100,000 fan/followers), email blasts (26,000 subscribers), the SPCA's website (35,000 views per month) and through a special mailing (10,000 supporters/adopters).

Please see the information on the next page regarding a Certificate of Insurance and the necessary language. This certificate is required in advance of the event and should be emailed to Kara@spcawestchester.org at least two weeks prior.

*The SPCA Dog Walk and Pet Fair is subject to change.
This event is rain or shine, no refunds.



Dog Walk & Pet Fair Vendor Form:

(please keep a copy of this form for the rules and insurance language)

Name: _____ Company: _____

Street Address: _____ Town: _____

State: _____ Zip Code: _____ Phone: _____ Email: _____

Vendor Fee is \$100. Checks should be made payable to SPCA Westchester.

Charge my credit card: # _____ Exp: _____ CVC Code: _____

Please send form along with payment information to:
SPCA Westchester at 590 North State Road, Briarcliff Manor, NY 10510

Rules and Details:

- The event takes place in the field next to parking lot #1
- Set-up begins as early as 7:30 a.m.
- You must provide your own table(s), chair(s), tent and signage.
- Each space is 10 feet wide by 6 feet deep. Your space will be marked the day of the event.
- Your vehicles **MUST** be off the field and in a parking lot by 9:30 a.m.-you may not park in the areas surrounding or behind Woof and Meowtown Village, or on the service road leading up to the field.
- There is no electricity on site.
- If you haven't provided the SPCA with your certificate of insurance at least two weeks prior to the event, you will not be permitted in and will not receive a refund.
- This event is rain or shine. Please note, we are unable to give refunds.
- The SPCA is not responsible for any theft or damage to your exhibit.

Certificate of Insurance to be emailed to Lisa@spcawestchester.org at least two weeks prior to the event. Please see language for certificate below.

Under Certificate Holder it should read: OPRHP, 625 Broadway, Albany, NY 12226

Under Additional Insured it should read: The State of NY, State Parks and their officers, employees, and agents, and the SPCA of Westchester are included as additional insured with regards to the SPCA Dog Walk and Pet Fair on May 18, 2024.

Questions? Call Lisa Bonanno at (914) 941-2896 ext. 154 or email Lisa@spcawestchester.org

We hope to see you at the big event and thank you in advance for your support!