



Indy Mutt Strut October 15, 2022 Vendor Rules

General Vendor Rules

- Exhibitors receive 2 entries to the event for those representing you in your booth. Additional registrations may be purchased at www.indymuttstrut.org
- Mutt Strut is a rain or shine event. Exhibitors commit to attending Mutt Strut regardless of weather (excepting an emergency situation). Exhibitors unable to attend must give as much notice as possible, but no later than one week prior to the event. Vendors unable to attend will not be refunded the vendor booth fee, as the space will have been allocated and supplies ordered. Please contact the event organizer if unforeseen circumstances arise regarding your ability to attend. No show vendors will not be asked to participate in future events.
- Payment for booth space should be made prior to September 15, 2022. Mutt Strut is IndyHumane's largest fundraiser. Should the event be cancelled due to unforeseen circumstances (weather, Covid-19, etc.) refunds will not be issued, but a credit provided to participate in Mutt Strut 2023.
- Exhibitors will be assigned a time to arrive and set up the morning of Mutt Strut. Exhibitors agree to arrive at their designated time to allow for all vendors to load in before the event start.
- Event Management does not guarantee specific volumes or levels of attendance at Mutt Strut. Vendor shall not be entitled to any refund, in full or in part, of any amounts paid based on actual attendance level.
- Only one organization may be represented per booth, unless approved by Event Management in advance. No organization may sublet their space to another organization without approval.
- IndyHumane may, at its discretion at any time, use photographs, videos, logos and testimonials of any vendor for its own publicity use.

Vendor Recognition

- Vendors are not provided sponsorship recognition and are not listed as sponsors on the indymuttstrut.org website. Vendors interested in sponsorship benefits should contact Jill Bennett at jbennett@indyhumane.org.

Vendor Booth Setup

- You will be sent a specific setup time. Do not arrive earlier than your scheduled time unless it has been previously approved by IndyHumane.
- We will begin our staggered setup at 8:00am. All booths must be set up by 9:30 am. Entry to the public begins at 10:00am. Vendors will be responsible for bringing a cart to transport them to their booth. Mutt Strut volunteers may be available to assist vendors on a first-come, first-serve basis.

IndyHumane
7929 N Michigan Rd., Indianapolis, IN 46268
Visit indymuttstrut.org for event information

- Vendors will be provided with one parking pass. Additional vehicles will need to park in general event parking after unloading and will be directed to the exact location on event day.
- Exhibitors will not dismantle or leave their booths unattended prior the event’s official end time of 3:00 pm.
- Display materials must be confined to the individual Vendor’s assigned booth space. Vendors may not solicit individuals outside of their assigned booth space.
- Vendors sampling (human) food must be in compliance with all Marion County Public Health Department requirements and receive approval from IndyHumane prior to the event. Please notify Event Management if you are sampling food so that we can ensure that you are included in any required permits and receive permission from Victory Field. Vendors are responsible for procuring a temporary food service license from the Health Department if required.
- Electrical connections are limited and must be requested and paid for in advance. No additional electrical connections will be available on the day of the event.

Sales and Donations

- Vendors may sell any items that do not violate the terms and conditions of the event. Vendors selling items are responsible for collecting and submitting any appropriate sales tax.
- Nonprofit organizations at the event are not permitted to actively solicit donations for their own organizations on-site as this is IndyHumane’s largest fundraising event.
- Lotteries, drawings, guessing games or prize contests of any kind sponsored by individual vendors must follow all local and state regulations (Gaming Commission) and are subject to Event Management approval.

Additional information will be communicated to all Vendors prior to the event.

Payment **MUST** be received by September 15, 2022.

Questions regarding Vendor registration may be directed to Jill Bennett at jbennett@indyhumane.org

I have read and agree to adhere to the Indy Mutt Strut Vendor Rules.

Vendor / Business Name

Contact

Signature

Date

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