



**Riverfront Park
Harrisburg, PA**

**Sunday, September
20, 2009
11:00 a.m.–5:00 p.m.**

Vendor Booth Space Application and Information

Deadline: July 20, 2009

The Central Pennsylvania Animal Alliance (CPAA) is thrilled to host it's fifth year of WoofStock! This great and groovy festival has grown over the past four years, always draws a large crowd of animal lovers, and is an important fundraiser for CPAA's Spay/Neuter Fund.

Select the level of participation that best suits your organization –

- For-Profit Business/Organization
- Non-Profit Organization
- Class D Food Vendor

If you are unable to participate in WoofStock, but are interested in sponsoring the event, donating items, placing an advertisement in our program, or making a monetary donation, please complete the WoofStock Sponsorship Levels, Benefits, Ads & In-Kind Goods form or contact Pat Dravk at woofstock2006@yahoo.com or 717-938-1191 for more information.

General information for all vendors is below, followed by details on each of the participation levels.

BOOTH SPACE

CPAA encourages businesses and non-profit organizations to sell or distribute items to benefit their group. CPAA has paid for a General Mercantile Tax License that covers the sale of all items for non-profit groups during WoofStock. You must list the items that you plan to sell, give away, raffle, display, etc., at your booth on the Sponsorship/Vendor Application and return a copy of that application with the appropriate fee before **July 20, 2009**. CPAA encourages for-profit businesses to donate a portion of their proceeds for the day to the CPAA Spay/Neuter Fund.

CPAA reserves the right to refuse to allow the sale or display of information it deems inappropriate or offensive for this event. CPAA also reserves the right to refuse any business, organization, or individual admittance to WoofStock.

The City Parks Department does not allow any tent posts or tent stakes of any kind inserted into the ground. Tents or EZ-ups must be free standing. We suggest using weights (for example water bottles or sand bags) to secure your tent from the wind. Please adhere to this rule. **All trash is the responsibility of the vendor. If trash, cardboard or other items are left and not properly bagged by a vendor, the vendor will be charged the city rate to have the trash, etc. removed.**

CPAA will inform each vendor of his/her space number at check-in on the day of the event. Please use Second Street to State Street to Front Street. There, a WoofStock volunteer will greet you. Food vendors will check-in and set up between 7 a.m. and 8 a.m. All other vendors will be able to check-in and set up beginning after 8 a.m. *Set up must be complete by 10:30 a.m.* Parking will be available along Front Street and State Street for vendors as long as space allows. (Front Street will be closed for the day.) Vendor parking is limited to two vehicles per organization, as space allows. This is not a guarantee that parking will be available on Front Street. Volunteers will direct you to a space. Do not park in spaces marked 'reserved, you will be towed at your own expense. Overflow parking will be available on City Island. Please adhere to these times and rules.

ELECTRICITY/WATER

CPAA can provide electricity for your booth at an additional cost of \$25 each. You must indicate on your application that electricity is required. Your organization will be responsible for providing its own cords, and hook-ups. The registration fee for Class D licensed food vendors includes one electric hook up, however, food vendors should still indicate on the application the number of electricity and/or water hook-ups that are required. More food vendor information under Food Vendor Information. . It's vital that we know all equipment being used. There will be no electrician on duty the day of the event in case of power failure.

NON-PROFIT FUNDRAISING

CPAA encourages your non-profit organization to plan an activity to raise money for your group or for donation to the CPAA Spay/Neuter Fund. If you are interested in planning an activity – a contest, raffle, pet photo booth, etc. – please contact Pat at woofstock2006@yahoo.com for approval. Activities will be scheduled on a first come, first served basis, so please contact Pat as soon as possible about any activity you may be interested in doing.

DOGS FOR ADOPTION

CPAA encourages shelters and rescue groups to showcase their adoptable animals at WoofStock. If you plan to bring adoptable animals, please note that you must adhere to the Pennsylvania Dog Law (Act of 1982 P.L. 784 No. 225). If CPAA determines that a group is not adhering to the law, the group may be told to leave the event. Below are a few rules concerning the dog law and/or CPAA policy concerning the dogs at WoofStock.

- **No Transfers of Ownership** – You are welcome to take applications on your available dogs; however, no dog adoptions/transfers are permitted during this event. Under existing law, the transfer of a dog is permitted only at a licensed facility.
- **No Unaltered Animals** -- All adoptable dogs must be spayed or neutered unless a medical reason (such as health or age) precludes them from being altered prior to the event. *For spay neuter services, call 576-0899.*
- **Current Vaccinations and Dog Licenses are Required** – All dogs must have current rabies shots and county dog licenses or kennel licenses. If you have any questions concerning these requirements, please contact the State Dog Law Enforcement Officer for Dauphin County, Paulette Clark, at 717-657-9902.
- **Dogs must be Under Control** – Keep in mind that WoofStock is being held in the park along the well-traveled Front Street in Harrisburg. CPAA has been given approval for closure of that street for this event. Regardless, it is very important to have

complete control of any animals in your care. For maximum safety, CPAA recommends placing a no-slip collar/leash on every dog to ensure that the dog cannot back out of his/her collar and the handler can control the dog at all times. CPAA also recommends using sturdy dog crates for animals not on a leash.

- **No Aggressive Dogs** – No vicious or aggressive dogs are permitted at this event. Anyone handling an animal that displays aggression toward other animals or people will be told to remove that animal from the event immediately. CPAA reserves the right to refuse admittance to any animal displaying aggression toward other animals or people. Safety is our number one concern.

FOOD VENDOR INFORMATION

Accepted vendors must have a valid City of Harrisburg Health License and Mercantile License and one day special events permit. Self-contained food vendors are encouraged to apply. For health and safety reasons, CPAA will only allow Class D licensed food vendors to sell any type of human food at WoofStock. You must also have a one-day special events permit, obtained from the city. To obtain these licenses and permit or *if you have any food vendor questions, please contact Charles Schulz, Special Events Director at 717-255-3020 and/or the Health Officer, City of Harrisburg, at 717-255-6552. Please contact Pat Dravk, at woofstock2006@yahoo.com with your complete menu for approval. Please send a copy of your licenses and permit to CPAA along with a completed application and the fee no later than July 20, 2009.* Your licenses and permit must be displayed at your booth the day of the event. Food vendor spaces are filled first come, first served. CPAA encourages for-profit businesses to donate a portion of their proceeds for the day to the CPAA Spay/Neuter Fund.

WOOFSTOCK SPONSOR/VENDOR OPPORTUNITIES

For-Profit Businesses (Vendor)	\$100
10' x 15' Booth Space (approximate size)	
Business card-size listing in event program	
Name listed on the WoofStock website, with link to your website	
Electricity hook-up is available for \$25.00 per line	
Water hook-up is available for \$25.00 per hook-up	
Non-Profit Organizations (Vendor)	\$30
10' x 15' Booth Space (approximate size)	
Business card-size listing in event program	
Name listed on the WoofStock website, with link to your website	
Electricity hook-up is available for \$25.00 per line	
Water hook-up is available for \$25.00 per hook-up	
Class D Food Vendor	\$125
10' x 15' Booth Space (approximate size)	
Business card-size listing in event program	
Name listed on the WoofStock website, with link to your website	
One electric hook up included in the booth fee; additional electricity and water hook-ups are available for \$25.00 each	

Please send a business card along with your application.

If you have questions, please contact Pat at woofstock2006@yahoo.com or by phone at 717-938-1191. Or, visit us on the web at www.cpaawoofstock.com. We look forward to seeing you in September!

Vendor Booth Space Application

Organization:	
Address:	
Phone:	
E-mail:	
Website:	
Is this organization ...	<input type="checkbox"/> for-profit <input type="checkbox"/> non-profit <input type="checkbox"/> Class D food vendor self contained
PA Tax ID # Fed Tax ID#	

Contact Name:	
Phone (day):	
Phone (evening): Cell:	
E-mail:	

VENDOR LEVELS

In-Kind Donations:	<i>(Please indicate item(s) or service(s) to be donated, and their estimated value.)</i>	
Vendor Categories:	<input type="checkbox"/> For-Profit Business (\$100)	<input type="checkbox"/> Non-Profit Organization (\$30)
	<input type="checkbox"/> Class D Food Vendor (\$125) <input type="checkbox"/> Check if you are self-contained	

Vendor Application – Organization: Please list full name

(circle one) Is your stand a: tent (free standing only) self contained trailer

List Exact Size Width_____ Length_____ Height_____

Will you be using propane _____ Generator _____ Other _____

ELECTRICAL USAGE:

Please list your **exact** electrical requirements below and what you will be powering. We will try to supply you with what you request. This information is used to determine vendor site locations. Access connection boxes will be placed within six feet of each main power panel throughout the park. Vendors must supply the following in order to access power: Each vendor should provide a minimum of 100 feet of three-wire, grounded, outdoor, multi outlet extension cable. All 20amp circuits will require 12/3 cable with 30amp circuits requiring 10/3 cable. All cable that runs across a street or paved walkway must be run through an electrical wire ramp to prevent pedestrian accidents.

Vendors must supply their own ramps . Commercial electrical extension cords and wire ramps are available from most electrical supply companies.

It's vital that we know all equipment being used. There will be no electrician on duty the day of the event in case of power failure.

ELECTRICITY: If you will need electricity, please complete this section. *Registration for Class D Food Vendors includes one electrical hook-up. Additional hook-ups, if required, will cost \$25.00 each.*

Electrical hook-up (\$25.00 each)

How many lines/plugs (total) are required? _____

ELECTRICITY: Quantity Equipment (description) List all equipment that will be using electric . It's vital that we know all equipment being used. There will be no electrician on duty the day of the event in case of power failure.

Volts - Amps

110v - 20 _____

110v-30 _____

110v -40 _____

110v -50 _____

110v - 60 _____

110v -70 _____

110v - 80 _____

*** There will be an extra charge for 220v, to be determined. If you require 220v, please contact Chuck Schultz at 717-255-3020.**

WATER: If you will need water, please complete this section. **You must supply your own hoses and connections.** . *Water hook up will cost \$25.00 each.*

Water hook-up (\$25.00 each) _____ Total hook-ups required

FOOD VENDOR PRICES & COSTS

Food items to be sold: Price(s) of item

1) _____

2) _____

3) _____

4) _____

5) _____

OTHER FOR-PROFIT AND NON-PROFIT VENDOR ITEMS TO BE SOLD OR DISPLAYED MUST BE LISTED AND APPROVED. YOU WILL BE CONTACTED IF THESE ITEMS ARE NOT ACCEPTABLE OR OTHER VENDORS HAVE ALREADY SUBMITTED AN APPLICATION AND LISTED THE SAME OR SIMILAR ITEMS.

Sponsor/Vendor Level Fee: _____

Electricity: _____

Water: _____

Total Due: _____

Total Enclosed: _____

Please return completed application, a business card , and your check (made payable to CPAA) to: CPAA/WoofStock 2009, 321 Dorwart Circle, Etters, PA 17319, no later than July 20, 2009. Questions? Please contact Pat at woofstock2006@yahoo.com or by phone at 717-938-1191.