



6th Annual Mutt Strut & Pet Expo Exhibitor Application & Contract

Ford Field, Dearborn, MI
May 14 & 15, 2011; 10:00 a.m.- 3:00 p.m.

For more information:

313.943.2697; friends-mutt-strut@dearbornanimals.org
See also: www.DearbornMuttStrut.com

Please complete this application and forward with your payment

EXHIBITOR INFORMATION (Please type or print clearly)

Company Name: _____

Contact Name & Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Cell: _____

E-mail: _____ Website: _____

Brief description of your business: _____

List all products or services to be exhibited or sold on site: _____

EXHIBITOR SPACE REQUEST

- 10 x 10 Space = \$300*
- 20 x 20 Space = \$600*
- Electricity Request = \$25
- Will you be renting a tent from Ace Tents? _____
- Will you provide a prize(s) for contesting? _____
- Will you donate items for our goody bags? _____

*Contact us about an exhibitor Finder's Fee: \$25 discount opportunity

MAKE CHECK PAYABLE TO:

Friends For the Dearborn Animal Shelter [FFDAS]

MAIL APPLICATION AND FULL PAYMENT TO:

Mutt Strut & Pet Expo 2011
DEARBORN ANIMAL SHELTER
2661 Greenfield Road
Dearborn, MI 48120

Applicant hereby releases and forever discharges the Dearborn Animal Shelter and all other participating organizations from any responsibility, personal liability, loss or damage in connection with this event. Dearborn Animal Shelter reserves the right to make final interpretation of the rules. An application is a commitment to the show. I understand the refund policy as described in the rules and regulations. I confirm that all products to be exhibited and sold are listed above on this application. I have read, understand and agree to abide by all Mutt Strut rules and regulations, and certify the accuracy of the foregoing statements.

Signature _____ Date _____

Michigan Tax ID (if applicable): _____

For Office Use Only

Table #/ Location Assignment _____

Electrical Y or N?



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EXHIBITOR APPLICATION

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MUTT STRUT & PET EXPO RULES & REGULATIONS

1. MUTT STRUT & PET EXPO will be held at Ford Field, Dearborn, Michigan on May 14 & 15, 2011 (regardless of weather).
2. Booth request cannot be processed until application is received with payment. Make all checks payable to FRIENDS OF THE DEARBORN ANIMAL SHELTER or FFDAS.
3. ELIGIBLE EXHIBITS. The Dearborn Animal Shelter reserves the right to exercise its sole discretion in the acceptance or refusal of applications. Applications will be processed according to the order of receipt. Your payment will NOT be deposited unless you are deemed eligible. All applications will be reviewed and will receive written notification of show status.
4. CANCELLATION. Notice of cancellation must be in writing. In the event of an exhibitor cancellation 50% will be refunded before May 1, 2011. No refunds will be made after May 1, 2011. No refunds will be given due to cancellation of the event by an act of god, local authorities or a weather related incident.
5. Please provide us with your Michigan Sales Tax ID #. To acquire a number contact the Michigan Department of Treasury at (517) 636-4660. You can also download the form from their website at www.michigan.gov/treasury.
6. EQUIPMENT. All exhibitors are required to have a secure tent and are responsible for bringing or renting their own tent, tables, and chairs. Tents must be staked to the ground or weighted down. Stakes must not be in the walkways. Exhibitors shall observe and abide by regulations made by the Dearborn Animal Shelter for efficient or safe operation of the Event. Please request a **tent rental form** if you wish to rent your tent from **Ace Tent Rental**; rental deadline is Monday, May 9, 2011.
7. BOOTH RELOCATION. The Dearborn Animal Shelter reserves the right to make any necessary layout changes. An exhibitor may be relocated to a comparable space if it is deemed necessary and in the best interest of the event.
8. DISPLAY DIMENSIONS & REGULATIONS. Absolutely all displays, inventory, boxes, product, etc. must be contained within your booth space. Distribution of samples and literature is strictly limited to the confines of the exhibitors booth.
9. SOUND DEVICES. The use of devices for mechanical reproduction of sound or music is permitted, but must be controlled. Sound of any kind must not be projected outside the confines of the exhibitor's booth. Voice and/or music amplifications must be kept to a sufficiently low volume so as not to disturb other exhibitors.
10. INSURANCE. Exhibitors are responsible for their own property and for furnishing their own tents. Exhibitors are responsible for obtaining their own general liability insurance for the event dates, listing the Dearborn Animal Shelter as additional insurers. The Dearborn Animal Shelter will not be responsible for damage to property or displays.
11. SIGNS. All signs must be professionally made or appear to be professionally made. Handwritten signs are not permitted.
12. HOURS OF OPERATION. Exhibitors agree to staff their booth during all hours that the event is in progress. Event hours are from 10:00 a.m.-3:00 p.m. on Saturday, May 14, and Sunday, May 15.
13. SECURITY. The Dearborn Animal Shelter will have limited security on site (including overnight on Friday, May 13, and Saturday, May 14). We are not, however, responsible for exhibitors equipment, displays, or merchandise.
14. HEALTH DEPT. Any exhibitor giving away or selling food in their booth is responsible for all health permits, rules, regulations, etc. Exhibitors are responsible for meeting all city/state resale licensing requirements. To acquire a permit, contact the Wayne County Health Department at (734) 727-7453.
15. CONDUCT & CHARACTER. Exhibitors agree to conduct themselves in a respectful, cooperative manner. Any behavior deemed inappropriate by the Dearborn Animal Shelter may result in expulsion. Furthermore any exhibitor deemed to be causing a scene, lecturing, making political statements or using this event as a platform for a radical display will be asked to leave. This event, hosted by the Dearborn Animal Shelter, is a family -friendly event and does not wish to include radical, disturbing displays or outbursts at the event.
16. FAILURE TO COMPLY. Violation of any of these rules is basis of expulsion. The Dearborn Animal Shelter may close a booth which fails to cooperate with these regulations.
17. LIMITATION OF LIABILITY. Exhibitor hereby releases and forever discharges the Dearborn Animal Shelter and all other participating and sponsoring organizations from any responsibility, personal liability, loss or damage in connection with this event. The Dearborn Animal Shelter reserves the right to make final interpretation of the rules. An application is commitment to the event. As stated in the MUTT STRUT & PET EXPO RULES & REGULATIONS I understand the refund policy. I have read and understand and agree to abide by all MUTT STRUT & PET EXPO RULES & REGULATIONS, and certify the accuracy of the foregoing statements.
18. PAYMENT. Full payment is due at the time of application. Make check payable to: FFDAS