



Equine Spirit Sanctuary
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Goldstar Animals Helping People
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“Animals Matter Day” Exhibitor Contract
June 6, 2009, 10 a.m. to 5 p.m. at Kit Carson Park

Booth spaces: 12' x 12'. Non-profits: \$40; All others: \$60. This fee includes \$10 license fee to the Town of Taos. Deadline is April 30, 2009. After April 30, add \$10 late fee. Applications must be received no later than May 15. A booth may be shared by no more than 2 businesses, individuals or organizations, but each must pay the \$10 license fee. Contact: Ruth Bourgeois ruth@equinespiritsanctuary.org or Sandra Miller gsahp@taosnet.com.

EXHIBITOR INFORMATION

Name: _____

Organization or business name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

501c3 non-profit \$40/booth All others \$60/booth # of booths: _____ **Total booth fee:** _____

Brief description of your booth display (products, services, etc.):

Do you have any special requirements for your booth (i.e., location)? Note – electricity is not available.

Check here if you would like to do a demonstration. Description:

Check here if you'd like to advertise in the poster and/or program. Ad price is \$55 for each or \$100 for both. Deadline is April 1 for the poster and May 15 for the program.

Check enclosed (make payable to Goldstar AHP) or **Pay with credit card (through PayPal - please email ruth@equinespiritsanctuary.org) with information above and we will email you an invoice.**

Exhibitor agrees to abide by the Town of Taos Rules and Regulations and event policies (see attached sheet).

HOLD HARMLESS AGREEMENT – ANIMAL MATTER DAY EVENT JUNE 6, 2009

The undersigned acknowledges being informed of the policies, rules and regulations of the Town of Taos and the Parks Department and this event. The undersigned agrees to abide by all such policies, rules and regulations. The undersigned hereby releases the Town of Taos, its governing body and any/or of its employees from any claims, demands, right and causes of action of whatever kind and nature arising from any activities listed herein and Goldstar Animals Helping People and the Equine Spirit Sanctuary, their volunteers and directors..

(A) The undersigned agrees to be financially responsible for any and all damage(s) which may result from his/her or their use of the facility.

(B) I have the Rules and Regulations for the facilities. I fully understand and comply with all the requirements.

Signature

Date

ANIMALS MATTER DAY – JUNE 6, 2009 – EVENT RULES & REGULATIONS

Check-in and booth set-up: Starting at 7:30 a.m. June 6; Must be completed by 9:45 a.m. with the event beginning at 10 a.m. Check in at the Info Booth for booth assignment, northwest corner of the exhibit area.

Exhibitors are responsible for bringing their own tables, equipment, tent or canopy (if they plan to use one), any other booth materials. NOTE – there will not be electricity available.

Tear down and clean up is from 5 to 6 p.m. Exhibitors are expected to have their booths up and open to the public until 5 p.m. as this is the advertised event time. Please follow these guidelines! Doggie bags are provided by the park. You are expected to clean up after your animals and to keep your exhibit area clean.

No horses or other large animals are allowed on the grass. You must advise organizers if you are planning to bring animals for your display.

All animals must be on leash or otherwise safely confined.

Retailers are responsible for all sales tax.

Water is available at faucets, restrooms, by the wooden bridge.

Booth spaces will be marked out clearly and assigned to each exhibitor. Please stay within your contracted booth space. Be sure to let organizers know if you have any special needs when submitting this application.

Booths should be as professional and attractive as possible, reflecting our good care and love of animals. Be considerate with other exhibitors (i.e., no loud music, noise). If you need help with signage, ToopToops is a good local company to contact for reasonable prices on signage, banners, etc.

Parking: Please park in the back parking area after setting up. Leave room for the general public to attend the event.

Food: We may have a food vendor, but do not know yet so please do not count on this. Be prepared by bringing your lunch with you. We can let you know closer to event time if we will have a vendor.

TOWN OF TAOS PUBLIC PARKS RULES & REGULATIONS FOR USE

Rules include:

- No consumption or sale of alcoholic beverage at any time.
- No glass containers allowed on the premises.
- No unleashed dogs.
- No skateboarding.
- No overnight stays.

CLEAN UP: Applicant is responsible for insuring that all trash is properly bagged and collected in designated areas. Arrangements for additional trash receptacles may be made by the applicant as well as the removal of the trash from the park. Failure to clean up will result in a cleaning fee charge to the applicant at a rate of \$50 for the first hour, \$25/hr for each hour thereafter.

SALES OF MERCHANDISE/FOOD BEVERAGES: Any person/group/organization wishing to sell merchandise, food or beverages must possess a valid vendor permit. This permit may be obtained from the Finance Department at the Town Hall (751-2022). A copy of this permit shall be submitted to the Parks Department. In addition to the required Town of Taos vendor permit, food vendors must obtain a permit from the Environmental Improvement Division (758-8808) prior to setting up any sales. On site inspections will be conducted by the EID during the event.

DAMAGES: Any damage to the facilities as a result of the applicant's use shall be charged to the applicant. Actual expenses shall be paid. This is to include contract labor, materials and staff time (including overtime, if applicable).