



Contract for Shelter Showcase Expo at Mutts Mania

RAIN OR SHINE

Event: Shelter Showcase Expo at Mt. Pleasant Animal Shelter's Mutts Mania
 Date: Sunday, September 18, 2005
 Time: 11am – 4pm
 Location: Kraft Foods, 100 DeForest Ave, East Hanover, NJ

Options	Early Bird Discount (Postmarked before 8/1/05)	Standard (Postmarked after 8/1/05)
Shelter/Rescue Booth 15' x 15' open air space Organizations must have pets for adoption for this reduced price. Registration fee for nonprofits with NO pets for adoption is \$50.	FREE	\$30
Table and Chair Rental - or bring your own for NO fee 6 ft Table with 2 Chairs	\$15	\$25
Canopy Rental - or bring your own for NO fee 10x10 canopy (Canopy is required. Please bring your own OR rent one)	\$100	\$125
Free Goody Bag Insert (Value worth \$100) Contact rachel@njshelter.org for details.	FREE	FREE
Ad Journal Contact rachel@njshelter.org for details.	Prices vary on size	Prices vary on size
Refundable Deposit (Required)	\$100	\$100
Total Check to Register		

Table, chair and tent rentals must be ordered in advance. We will NOT have any extra available at the event!

The deposit will be returned when (and if) all of the following terms of the contract are fulfilled within agreed upon timelines.

By signing this contract, I have read and agree to the following in the name of my organization:

- Provide a copy of insurance and name Shelter Showcase, Mt. Pleasant Animal Shelter and Kraft Foods as “additional insured.” (Please contact Shelter Showcase if you have any questions.)
- Promote this event through my newsletter, website, adoption packets to new adopters and distributing fliers at off-site adoption events.
- Arrive to setup after 8:30am and complete setup no later than 10:30am.
- Maintain booth setup until 4pm. Breakdown/cleanup will NOT begin before 4pm.
- Leave my vendor area clean and free of debris.
- Treat other organizations and the public with respect and politeness.
- Complete the online post-event survey NO LATER THAN September 22, 2005.

Organization Name _____

Contact Person _____ Title _____

Address _____ City/State/Zip _____

Telephone _____ Alternate Phone: _____

E-mail _____ Web Address _____

Signed _____ Date _____

Are you bringing animals for adoption? ___ YES ___ NO If yes, approximately how many and what type (dogs, cats, etc)?

Please remember to enclose the following with your registration:

- Completed registration form
- Certificate of insurance
- Refundable deposit and any optional fees

Please make your check payable to **Shelter Showcase, c/o Beth Mersten, 52 Warren St., Bloomfield, NJ 07003.**