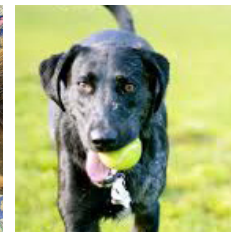


2019 *Oh! The Places Our Pets Go!!* PET EXPO



VET 🐾 **GROOMER** 🐾 **WALK** 🐾 **STORE** 🐾 **TRAINER**



**SATURDAY MARCH 30
& SUNDAY MARCH 31**
**AT THE KINGSTON ARMORY 10 AM - 6 PM SATURDAY
& 10 AM - 4PM SUNDAY**

EXHIBITOR PACKET

DEADLINE TO PARTICIPATE FEBRUARY 28, 2019

**RESERVE YOUR
BOOTH TODAY!**

Register by 1/31/19



PRESENTING SPONSOR:



Subaru of Wyoming Valley

Ed Napleton Automotive Group

***We invite you to join us in
celebrating our community's
love for animals at the
SPCA's 2019 Pet Expo on Saturday,
March 30 from 10 am-6 pm
& Sunday, March 31 from 10 am-4 pm
at the
Kingston Armory
presented by
Subaru of Wyoming Valley.***



Subaru of Wyoming Valley
Ed Napleton Automotive Group

***Enclosed please find
everything you need to
know about participating
in this amazing, pet and
family friendly event.***



2019 PET EXPO

SATURDAY, MARCH 30 & SUNDAY, MARCH 31

at the Kingston Armory, 280 Market Street, Kingston, PA 18704

☐ \$200 10X10 Booth

☐ \$400 10X20 Booth

☐ \$100 Nonprofit 501(c)3/Animal Rescue

*Nonprofit Early Bird - subtract \$50 if paying for booth in full before January 31, 2019.

☐ \$50 - I will need electricity in booth.

☐ Early Bird Special for-profit Business
- Subtract \$100 if paying for booth in full before January 31, 2019.

* Food Vendors must obtain a Health Licence from the Wilkes-Barre Health Department - contact 570-208-4268.

Booth Space: Your booth space will include a skirted 6 foot table with two chairs, one tall draped back wall and two shorter draped side walls, a garbage can, and a sign with your name. Two name badges will be given to each vendor.

Sales: If your business is selling any item or service at the expo, you must obtain a Special Events Peddlers License from the City of Wilkes-Barre (included in this packet). Sales constitute any exchange of money including cash/checks/credit cards. Fill out the attached Special Events Peddlers License form and submit with your booth contract to the SPCA with a check for \$30 made payable to The SPCA of Luzerne County. We will forward all license requests to the City for processing. The City will only accept applications and payment through the SPCA. This certificate with payment will be due to us by February 10, 2019 in order to sell items.

Event Details: Our Pet Expo is a two-day event. All exhibitors must adhere to the set-up and tear-down schedule. You may set-up Friday, March 29 from 2 - 4 PM or Saturday, March 30 from 9 - 10 AM. All booths must be ready by Saturday, 10 AM - start of Pet Expo.

Cancellations and Refunds: All cancellations of booth space must be in writing on the company letterhead and are subject to all terms on the back of this form. No refunds will be issued in the event of cancellation after February 28, 2019. Refunds will be issued within 30 days from date of request.

Remittance: A \$50 deposit is required with this contract. If paying in full, no deposit is required. All booth fees must be paid in full before March 15, 2019. Refunds will be issued within 30 days from the date of request.

☐ Yes, I am interested in donating a basket raffle or an item to be included in a basket raffle at the event. Description: _____

Please complete this contract and mail with your check payable to the SPCA of Luzerne County at 524 East Main Street, Wilkes-Barre, PA, 18702. This contract must be filled-out and returned to the SPCA for all online registrations made at spcaluzernecounty.org. For more information contact the SPCA at 570-825-4111 x 107 or email at nderwin@luzernespc.org.

Organization (name how you would like it to appear): _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Website: _____ Type of Business: _____

Signature

Date

SPCA PET EXPO 2019 EXHIBITOR BOOTH RULES AND REGULATION

Please return this participation form (contract) along with a check made payable to: SPCA of Luzerne County, Attn: Nancy Derwin, 524 East Main Street, Wilkes-Barre, PA 18702; Telephone: 570-825-4111 ext. 107 Fax: 570-825-7898 or email nderwin@luzernespc.org. Please read the rules and regulations thoroughly before you agree to participate in the SPCA of Luzerne County's 2019 Pet Expo.

1. Participation is hereby made by the undersigned EXHIBITOR for exhibit space at the 2019 SPCA Pet Expo to be held at the Kingston Armory on Saturday, March 30, 2019 and Sunday, March 31, 2019. Show hours are 10 am - 6 pm on Saturday and 10 am to 4 pm on Sunday. The EXHIBITOR certifies that the printed matter on the Contract for Exhibit Booth Space along with the Rules and Regulations constitutes the entire agreement between the parties and has been read and that the terms and conditions set forth therein are fully understood by the EXHIBITOR and shall constitute a binding contract when this instrument is signed by both parties. EXHIBITOR must pay total amount no later than March 15, 2019.
2. All vendors selling items of any type or exchanging money are required to obtain a Special Events Peddlers License from the City of Wilkes-Barre which is included within this packet of information and is at a separate fee of \$30 made payable to the the SPCA of Luzerne County. Please fill out your license request and return it with a check along with this Contract to the SPCA. This check must be mailed to the SPCA. The City will only accept applications and payment through the SPCA. This certificate with payment will be due to us by February 10, 2019 in order to sell items.
3. Interview, solicitation and demonstrations must be confined to the limits of the space contracted for in the agreement. EXHIBITORS will not be permitted to stage live musical entertainment within their exhibit areas. This restriction prohibits the use of live musicians, singers, dancers and other entertainers, but does not prohibit the use of models to demonstrate product features.
4. EXHIBITORS will be held responsible for any and all damages to walls, floor, ceiling, or any other part of the Kingston Armory that may be caused by erection, use or dismantling of its exhibit.
5. EXHIBITOR'S working personnel must display identification badges at all times when they are working the exhibit. If additional badges are needed you must contact the SPCA with names before March 15, 2019. The SPCA of Luzerne County and/or the Kingston Armory shall not be held responsible for any loss or damage that may result from robbery, theft, fire, strikes, accidents or other destructive causes. The SPCA insurance does not extend to EXHIBITOR'S property.
6. Generators, running engines or equipment will only be permitted with prior approval of the SPCA and/or the Armory as necessary. Any violation of any of the terms and conditions of these rules and regulations on the part of any EXHIBITOR will be cause to terminate the agreement to occupy space, and such EXHIBITOR will forfeit to SPCA all monies which may have been paid. In case of any violation of the terms and conditions of these rules and regulations on the part of the Exhibitor, right is hereby given to the SPCA, to terminate the contract to occupy space, at its option, and SPCA may re-enter and take possession of the space occupied by the EXHIBITOR, and remove all persons and goods at the EXHIBITOR'S own risk, without liability of SPCA therefore.
7. The SPCA will not guarantee exclusivity on any products or foods to any vendors. The SPCA of Luzerne County reserves the right to deny or refuse any space application - or insist upon the removal of any exhibit - for any reasons it decides is offensive, not appropriate or not in the spirit of the event.
8. The SPCA of Luzerne County and its employees/volunteers will not be liable for any injury, loss or damages to the person or property of any EXHIBITOR, or its employees, agents, guest or invitees arising from or in any way connected with the use of occupancy of exhibitor's space. The exhibitor agrees to indemnify and hold harmless the SPCA of Luzerne County and its employees/volunteers against all claims arising out of acts or omissions of the exhibitor, its employees, agents, guests or invitees.
9. All EXHIBITORS shall carry proper certification of liability insurance with no limit less than \$1,000,000 per occurrence/\$2,000,000 aggregate. If such certificate is not carried, please contact the SPCA of Luzerne County at 570-825-4111 ext. 107.
10. Any matters not covered by these rules are subject to the sole discretion of the SPCA of Luzerne County.
11. A deposit for booth space is due at time of signing. If EXHIBITOR must cancel before February 28, 2019 - we will refund fees paid. Written notice must be received of such cancellations. No monies will be refunded after February 28, 2019.
12. At the close of the Expo, all EXHIBITOR property, equipment, etc. must be removed from the Armory. Failure to remove all property will forfeit said property and the EXHIBITOR will be responsible to pay removal cost. No dismantling or removal of booths is permitted prior to the official closing time on final day of show.
13. The SPCA of Luzerne County will not be liable for the fulfillment of this agreement as to the delivery of space if non-delivery is due to: fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the Expo, or any other cause beyond the SPCA's control. However, in the event of not being able to deliver space for any of the foregoing reasons, the SPCA will reimburse EXHIBITOR for any amount paid, less any and all reasonable expenses incurred related to the Pet Expo for advertising, salaries, operating expenses, etc.

Exhibitor Signature: _____ Date: _____

Company Name: _____

SPCA Representative: _____

SPCA PET EXPO 2019 EXHIBITOR BOOTH RULES AND REGULATION

EXHIBITORS WITH ANIMALS

1. All animals at Exhibits must have all licenses and vaccinations required by the state. All dogs and cats must be spayed or neutered and current on all vaccinations. No exceptions! Documentation of licensure and vaccines may be requested. All animals must be kept leashed or in carriers/cages. Animals cannot be left unattended.
2. The SPCA of Luzerne County management reserves the right to remove any animal or the display of any animal at the Expo. Any animal that the Expo or its agents deem unhealthy, not cared for, too dangerous or in any other way not satisfactory for display at the Expo must be immediately removed from the Expo by the Exhibitor upon notification.
3. Exhibitors are responsible for removal of pet waste, food and other related materials to the approved waste receptacles. All Shelters and Rescues with animals must have adult handlers over the age of 18 with them at all times. No exceptions.
4. For all shelters and rescues: We will allow any rescue to operate under their own adoption policies. If you allow same day adoptions, you can exercise that at the Pet Expo. Whatever is normally required of your shelter or rescue will be allowed at the Pet Expo. Please provide those policies, applications and all documentation in advance to the SPCA of Luzerne County for informational purposes only.

Exhibitors with animals must complete below: (check all that apply)

- ☐ We will be bringing Adoptable Animals to the Expo. All animals will be accompanied by an animal handler 18 years old or older.
- ☐ We are an animal welfare organization, but will not be bringing any animals to the event.
- ☐ We will be processing Adoption Applications at the event and have included copies of our documentation with this Contract.
- ☐ We will not be processing Adoption Applications at the event.

Exhibitor Signature: _____ Date: _____
Organization Name: _____

We encourage shelters/rescues to bring adoptable animals to the Expo.

Please do not hesitate to call Nancy Derwin at 570-825-4111 extension 107 or email at nderwin@luzernespc.org, if you have any questions regarding the event, bringing animals or any of the rules/regulations.

Please make check payable to the SPCA of Luzerne County or register online at spcaluzernecounty.org/petexpo.

Participation forms (Contracts) must be completed and mailed, faxed or emailed to the SPCA for all online registrations.

**SPCA OF LUZERNE COUNTY
524 EAST MAIN STREET
WILKES-BARRE, PA 18702
PHONE: 570-825-4111
FAX: 570-825-7898
WEBSITE: SPCALUZERNECOUNTY.ORG**





Request for Special Events Peddlers License

Date: _____

Name of Applicant: _____ Phone _____

Mailing Address of Applicant: _____

Products for sale: _____

Date(s) of Event: _____

Contact Name of Event _____

Location of Event _____

Section 58. - Special Events Peddlers License:

Every peddler selling any item whatsoever who or which does not have a permanent facility within the City limits and/or is not operating at all times out of the permanent facility and/or is selling or peddling in a transient form such as a kiosk, cart, temporary stand, or from or in the form of a non-permanent base within the limits of the City of Wilkes-Barre during a special event within the city limits, shall take out and pay a license fee of \$30.00 for each special event which is held within the City.

All peddlers shall be required to obtain in the permit prior to selling any item in any manner set forth above. Large events due 30 days prior to event.

Special Events Peddlers License - \$30.00 / license

**THE SPCA MUST RECEIVE THIS APPLICATION & PAYMENT BY
FEBRUARY 10, 2019 IN ORDER FOR VENDOR TO SELL MERCHANDISE**

Please make your \$30.00 check Payable to the SPCA of
Luzerne County and we will obtain your License for your
organization through the City of Wilkes-Barre.

This application does not pertain to food
vendors. All food vendors will need to obtain a Health
License: Contact the Wilkes-Barre Department of Health at Contact 570-208-4268.

2019 *Oh! The Places Our Pets Go!!* PET EXPO



SATURDAY MARCH 30 & SUNDAY MARCH 31

**AT THE KINGSTON ARMORY FROM 10 AM - 6 PM SATURDAY
& SUNDAY 10 AM - 4 PM**

TENTATIVE SCHEDULE OF EVENTS

Friday, March 29, 2019

2:00 - 4:00 PM - Exhibitor Set-up ONLY

Saturday, March 30, 2019

9:00 AM - 10:00 AM - Exhibitor Set-up MUST
be complete before 10:00 AM

10:00 AM - Expo Opens

11:00 AM - 1:00 PM Microchip/Rabies Clinic

12:00 PM - 2:00 PM - Entertainment - TBD

6:00 PM - Expo Closes

Sunday, March 31, 2019

10:00 AM - Expo Opens

1:00 PM - - Training - TBD

4:00 PM - Expo Closes