



DACHTOBERFEST REGISTRATION FORM & CONTRACT

October 5, 2024 – 9:30 am – 4:00 pm

Richmond Raceway Complex, 600 East Laburnum Ave. Richmond, VA



Contract is hereby submitted to exhibit at 2023 Dachtoberfest, produced and managed by Dachshund Enlightenment Foundation.

Please Print Clearly!

Company / Organization Name (to appear in event program): _____

Address: _____

City: _____ State: _____ Zip: _____

Website: _____ Facebook: _____

Representative's name to receive event correspondence: _____

Phone: _____ Email: _____

Important Deadlines

Early Bird Registration: May 1, 2024

Sponsorship Registration: August 1, 2024

Logo for Banner & Flyer (Sponsors Only): August 1, 2024

Program Ad: August 16, 2024

Registration: September 1, 2024

Please complete all applicable information

Donations of items, products or services for the raffles, auction or contest prizes are gratefully accepted. DEF is a 501(c)(3) non-profit organization. All donors will be listed in event program, any donation with the value of \$250 or more will be considered a Donation Sponsorship. Please list any items you are able to donate along with estimated item/service value:

Every attempt will be made to separate vendors selling similar goods or providing similar services. **Please provide a SPECIFIC description of goods/services to be demonstrated and/or sold at the event** (i.e. boarding, grooming, daycare, dog clothes, leashes and collars, treats, etc.) Any service to be performed on or to an animal must be approved by DEF prior to the event.

Management will try and provide vendors with the best possible location for each booth based on early reservation of space. **Please state below any specific needs related to space** (i.e. near a wall, a corner, need electrical hook up [\$50 fee], etc.)

Vendor Booths

A 10' x 10' space is provided with one **8'** table and **two** chairs for **\$175 until June 1**. The booth cost will be \$200 for any registration received after May 1.

For Non-Profit Organizations, the booth cost is **\$75 until May 1**. The cost will be \$100 for any registration received after May 1.

An **additional 5 feet** of booth space is available to any vendor for the additional fee of **\$75**. (Extra will only be width not depth of booth)

Vendors may bring their own table and/or chairs to the event (booth fee will not be reduced). Vendors may use their own 10'x10' tent. The registration deadline is **September 1**. Vendors submitting registration after **September 1** may not be listed on the event map printed in the program.

Event Sponsorship Levels

Please refer to the Sponsorship Packet for a list of benefits provided with each Sponsorship Level. Available levels include:

- \$3,000 Doxie-holic:** Includes 10'x30' booth, Full page Ad, 5 announcements, etc.
- \$2,000 "No Booth" Doxie-holic:** Includes Full page Ad, 5 announcements, etc.
- \$1,300 Standard Dox:** Includes 10'x20' booth, Full page Ad, 4 announcements, etc.
- \$800 Tweenie Dox:** Includes 10'x10' booth, Half page Ad, 3 announcements, etc.
- \$500 Mini Dox:** Includes 10'x10' booth, Quarter page Ad, 2 announcements, etc.
- \$175 Non-Profit:** Includes 10'x10' booth, Eighth page Ad, 2 announcements, etc.
- \$200 Volunteer Shirts:** Includes company logo on the back of event volunteer shirts.

Sponsorship registration deadline is **August 1** for sponsors to be included on event banner and flyer. Logo for Doxie-holic, Standard Dox and Tweenie Dox Sponsorships are also due by **August 1** in order to be included on the event banner and flyer.

Event Program Advertising

The Dachtoberfest Event Program will be 5.5" x 8.5", FULL COLOR laser print, saddle stitched, with no bleeds. All ad artwork must be supplied camera ready in .JPG, .PDF, .PNG or .EPS format, in correct ad size or proportionally larger. For best results provide ad artwork in 300 dpi resolution or better. All Ads must be submitted by **August 16**. Art can be sent via email to: president@definc.org

Full Page: \$600 Half Page: \$300 Quarter Page: \$150 Eighth Page: \$75 (\$50 for Non-profit)

The diagrams illustrate the dimensions for three types of advertisements. Each diagram shows a light green rectangular area representing the ad space within a larger white frame.

- Full Page:** A large light green rectangle labeled "FULL PAGE AD 8" x 5"". In the top right corner, a smaller purple rectangle is labeled "EIGHTH PAGE AD 2" x 2.5"". Text to the left: "Full Page 8" x 5" - \$600. Included with Sponsors: Doxie-holic & Standard".
- Half Page:** A light green rectangle labeled "HALF PAGE AD HORIZONTAL: 4" x 5" OR VERTICAL: 8" x 2.5"". Text to the left: "Half Page 4" x 5" H or 8" x 2.5" V \$300. Included with: Tweenie Sponsorship".
- 1/4 Page:** A light green rectangle labeled "1/4 PAGE AD HORIZONTAL: 2" x 5" OR VERTICAL: 4" x 2.5"". Text to the left: "1/4 Page 2" x 5" H or 4" x 2.5" V \$150. Included with: Mini Dox Sponsorship".

No additions, changes or deletions will be reflected in the event program once it has been turned over to the printer for publication. DEF reserves the right to edit, delete, or combine Directory Listings as deemed necessary.

ADMISSION PASSES for Vendors

Vendors that are in The Richmond Raceway Complex **prior to 9:00 a.m.** on the day of the event will **not** need admission passes.

Any additional people working at a Vendor's booth who arrive **after 9:00 a.m.** and do not present a Vendor pass **must pay for entry** to the event.

Three complimentary passes will be available to Vendors **upon request** (five for nonprofits).

Vendors have the option of purchasing up to 3 additional passes for **\$7 each**.

Payment and Registration: Payments can be made by check, credit card or online via PayPal.

**** Please Complete Pages 1, 3 & 4 and submit with check, credit card information or receipt from PayPal. ****

Item	Prices	Total
Sponsorship Fees:		
(If sponsoring, do not pay for additional booth or advertising unless extra space is needed)		
Doxie-Holic	\$3,000	_____
Doxie-Holic (No Booth)	\$2,000	_____
Standard Dox	\$1,200	_____
Tweenie Dox	\$800	_____
Mini Dox	\$500	_____
Non-Profit	\$150	_____
Volunteer Shirt Sponsor	\$200	_____
Sponsorship Total:		_____
Regular Vendor Fees:		
Vendor Booth Space (10'x10')	\$200	_____
Non Profit Booth Space (10'x10')	\$100	_____
Additional 5 feet (only available as addition to a booth)	\$75	_____
Early Bird Discount: (Must pay in full by May 1 for discount)	(-\$25)	_____
Do you need the Table & Chairs that come with your booth?	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
Exhibitor Fee Total:		_____
Advertising Space:		
Full Page	\$600	_____
Half Page	\$300	_____
Quarter Page	\$150	_____
Eighth Page (Biz Card)	\$75	_____
Non-Profit Special Ad Rate Eighth Page (Biz Card)	\$50	_____
Advertising Total:		_____
Vendor Extras: (Cost reflects charges from Richmond Raceway Complex)		
Extra 8' table	\$12.50	_____
Extra Chair	\$3.00	_____
Electrical Outlet (115 Single Phase 0-20 amp)	\$50.00	_____
Extra Vendor Passes (up to 3 at reduced rate of \$7 each)	\$7.00	_____
Extras Total:		_____
Total Payment Due:		
Sponsorship, Vendor, Advertising & Extras Total:		_____
Processing fee (credit card & PayPal only) 3%		_____
Grand Total:		_____

Please make checks payable to: Dachshund Enlightenment Foundation. Inc. and mail to address below.

_____ Enclosed is check no _____ payable to Dachshund Enlightenment Foundation, Inc. in the amount of _____.

Credit Card Information: _____ Visa _____ MasterCard

or **PAYPAL: PRESIDENT@DEFINC.ORG**

Name on Card: _____

Include copy of Pay Pal confirmation/receipt with this application.

Card Number: _____

Mail To: Dachshund Enlightenment Foundation

Exp Date: _____ 3 Digit # on Back: _____ Zip: _____

P.O. Box 1312

Signature: _____

Hopewell, VA 23860

Contract Terms and Conditions

This contract is made this (insert day, month, year) _____ day of _____, _____ between Dachshund Enlightenment Foundation and _____ (hereafter referred to as Vendor,) in exchange for the right to participate in Dachtoberfest, which will be held on Saturday, October 5, 2024 from 9:30 a.m. – 4:00 p.m. at the Richmond Raceway Complex, located at 600 East Laburnum Avenue in Richmond, Virginia. Both Dachshund Enlightenment Foundation and the Exhibitor agree that the terms and conditions in the 5-page contract will apply to Vendor's participation in Dachtoberfest.

Safety Protocols: By signing this contract, the Vendor agrees to abide by all COVID-19 protocol requirements mandated by the Richmond Raceway Complex and/or state or local agencies.

Signature of Authorized Person

Company or Organization Name

[By signature to this agreement I certify that I have full legal authority to bind my company or organization.]

Printed Name of Authorized Person

Signature of Authorized Person for Dachshund Enlightenment Foundation

Date

Terms and Conditions Applies to all Vendors

- Booths are rented on a first come, first serve basis. We reserve the right to limit the number of Direct Sales Vendors and also reserve the right to the number of vendors in a particular category.
- The DEF Dachtoberfest Management may deny any vendor application based on appropriateness of products and duplication of vendors, in such Management's sole discretion.
- Participants are responsible for the set-up and clean-up of their booths.
- Setup time will be available between 12:00 p.m. and 7:00 p.m. on Friday, October 4, 2024 and between 7:00 a.m. and 9:15 am on October 5, 2024. All vehicles MUST be out of building by 9 a.m. on event day.
- **Vendors may not break down any portion of their booth until at or after 4pm Oct 5.** Each booth must be dismantled completely no later than 6:00 p.m. day of the event.
- Vendors must keep exhibit open and staffed at all times during the event hours.
- Participants cannot impair or block other booths (e.g. sign or display blockage).
- Vendors will not be allowed to move booth locations once a booth has been assigned, unless previously approved by DEF.
- **Electrical access is an extra cost. It is priced by volts and amps. Anything over a 115 single phase 1-20 amps outlet will require a higher rental cost and advance approval from DEF.**
- Vendor is responsible for all state tax on gross sales and certifies that applicable sales tax returns will be files with the appropriate states.

Failure to comply with the rules and regulations of this contract will result in the alteration or removal of the booth at the Vendor's expense. Rental fees for services and exhibit space are not refundable.

Vendors shall be bound by all pertinent laws, including building and fire code regulations, codes and regulations of municipal or other authorities, having jurisdiction over the exhibit facility or the conducting of said exhibit, including licenses and taxes, together with the rules and regulations of the owners and/or operators of the facility in which the exhibition is held.

The Richmond Raceway Complex has exclusive rights to food and beverage sales for human consumption and any such items must be ordered and purchased through them unless special arrangements have been made with Management in writing.

Prohibited at the Event

- Helium balloons (Mylar are allowed).
- The sale of puppies/dogs, kittens/cats, or any other animal.
- Onsite adoption of puppies/dogs, kittens/cats, or any other animal. (Rescues may have available animals for meet & greet purposes).
- The selling of food or beverages for human consumption (the Richmond Raceway Complex has exclusive rights to food and beverage sales unless special arrangements have been made in writing with Management).

Insurance

It is **strongly recommended** that Vendors carry general liability insurance and insurance to cover loss or damage to their exhibits or other personal property while such property is located at or is in transit to or from the exhibit site. Dachshund Enlightenment Foundation and The Richmond Raceway Complex assume no liability for any personal injury or any loss, damage or injury to any property of the Vendor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other cause whatsoever. The Vendor expressly agrees to save and hold harmless Dachshund Enlightenment Foundation and The Richmond Raceway Complex, their board members, directors, volunteers, management, agents and employees from any and all claims, liabilities and losses for injury to persons (including death) or damage to property arising in connection with Vendor's use of the exhibit space, except such losses as may be the result of the sole negligence of Dachshund Enlightenment Foundation or The Richmond Raceway Complex.

Regardless of status of insurance, all Vendors agree to defend and to indemnify (defend any claims and pay for any damages) Dachshund Enlightenment Foundation and The Richmond Raceway Complex against any claims made whatsoever arising out of Vendor's participation in Dachtoberfest. The signature of Vendor's representative to this contract evidences Vendor's agreement to indemnify the Henrico Humane Society and The Richmond Raceway Complex. This agreement to indemnify shall remain in force even if Vendor is unable to participate in Dachtoberfest due to termination of this contract.

Protection of Facilities

Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, or other parts of The Richmond Raceway Complex exhibit area without permission from Management. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of Management.

Any damage to The Richmond Raceway Complex property will be repaired at Vendor's expense. Any cleaning expenses incurred due to the Vendor shall be reimbursed by Vendor.

Refund Policy

If, after executing this contract, the Vendor is unable to occupy the exhibit space for any reason other than fault of Dachshund Enlightenment Foundation, written notification of termination must be sent to Management. **The registration payment is not refundable.** Dachshund Enlightenment Foundation reserves the right to resell the exhibit space immediately.

If a Vendor fails to comply in any material respect with the terms of this agreement, then Management shall have the right to terminate this agreement and resell the Vendor's space. Upon termination of the agreement, there shall be no refund due to a Vendor.

Dachshund Enlightenment Foundation will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to reasons not within the control of the Dachshund Enlightenment Foundation. These include, but are not limited, to the following: problems with the facility such as loss of electricity, flooding, fire, or damage to The Richmond Raceway Complex; postponement/cancellation by The Richmond Raceway Complex; inclement weather; strikes; war; act of God or other cause beyond the control of Dachshund Enlightenment Foundation; government-mandated capacity or other restrictions related to COVID-19.

In the event of the cancellation of Dachtoberfest for any of the above-named reasons, Dachshund Enlightenment Foundation will reimburse Vendor minus a 20% cancellation fee on the amount paid. This is to cover all legitimate expenses incurred by Dachshund Enlightenment Foundation, such as but not limited to: rent, advertising, promotion fees, or other operation costs, etc.