



# DACHTOBERFEST REGISTRATION FORM & CONTRACT



September 30, 2023 – 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: \_\_\_\_\_

Exhibitor representative's name to receive event correspondence: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Important Deadlines

**Early Bird Registration: ~~May 1, 2023~~ June 1, 2023**

**Sponsorship Registration: August 1, 2023**

**Logo for Banner & Flyer (Sponsors Only): August 1, 2023**

**Program Ad: August 18, 2023**

**Registration: September 1, 2023**

## 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 exhibitors/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 exhibitors 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, etc.)

## Exhibitor 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 June 1.

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

Exhibitors may bring their own table and/or chairs to the event (booth fee will not be reduced). Exhibitor may use their own 10'x10' tent. The registration deadline is **September 1**. Exhibitors 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.

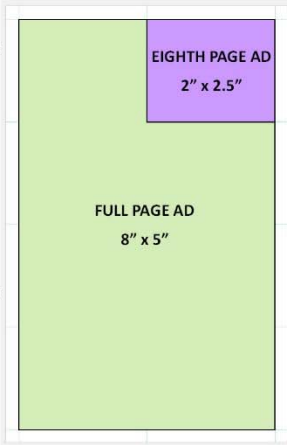
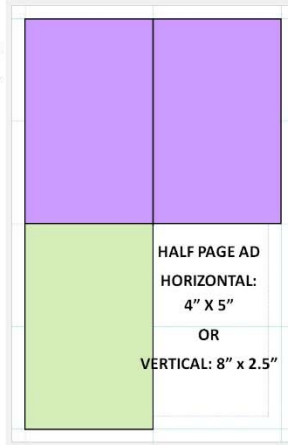
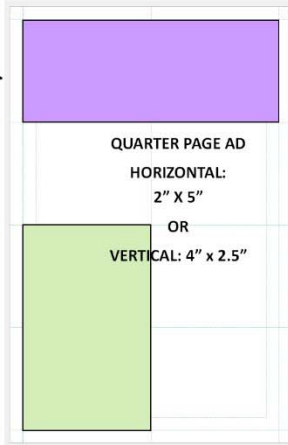
**\$175 Non-Profit:** Includes 10'x10' booth, Eighth page Ad, 2 announcements, etc.

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 Dachtobberfest 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 18**. Art can be sent via email to: [president@definc.org](mailto:president@definc.org)

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

<p><b>Full Page</b> 8" x 5" - \$600 Included with Sponsors: Doxie-holic &amp; Standard</p>		<p><b>Half Page</b> 4" x 5" H or 8" x 2.5" V \$300 Included with: Tweenie Sponsorship</p>		<p><b>1/4 Page</b> 2" x 5" H or 4" x 2.5" V \$150 Included with: Mini Dox Sponsorship</p>	
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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 Exhibitors

Exhibitors 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 an Exhibitor's booth who arrive **after 9:00 a.m.** and do not present an Exhibitor pass **must pay for entry** to the event.

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

Exhibitors 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	Amount Total
<b>Sponsorship Fees:</b>		
(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	\$400	_____
Non-Profit	\$150	_____
<b>Sponsorship Total:</b>		_____
<b>Regular Exhibitor Fees:</b>		
Exhibitor Booth Space (10'x10')	\$200	_____
Non Profit Booth Space (10'x10')	\$100	_____
Early Bird Discount: (Must pay in full by June 1 for discount)	<b>(-\$25)</b>	_____
Do you need the Table & Chairs that come with your booth?	<input type="checkbox"/> Y <input type="checkbox"/> N	_____
<b>Exhibitor Fee Total:</b>		_____
<b>Advertising Space:</b>		
Full Page	\$600	_____
Half Page	\$300	_____
Quarter Page	\$150	_____
Eighth Page (Biz Card)	\$75	_____
Non-Profit Special Ad Rate Eighth Page (Biz Card)	\$50	_____
<b>Advertising Total:</b>		_____
<b>Exhibitor Extras: (Cost reflects charges from Richmond Raceway Complex)</b>		
Extra 8' table	\$12.50	_____
Extra Chair	\$3.00	_____
<b>Electrical Outlet (115 Single Phase 0-20 amp)</b>	<b>\$50.00</b>	_____
Extra Exhibitor Passes (up to 3 at reduced rate of \$7 each)	\$7.00	_____
<b>Extras Total:</b>		_____
<b>Total Payment Due:</b>		
<b>Sponsorship, Exhibitor, Advertising &amp; Extras Total:</b>		_____
<i>Processing fee (credit card &amp; PayPal only) 3%</i>		_____
<b>Grand Total:</b>		_____

**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:**

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp Date: \_\_\_\_\_ 3 Digit # on Back: \_\_\_\_\_

Signature: \_\_\_\_\_

**PRESIDENT@DEFINC.ORG**

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

Mail To: **Dachshund Enlightenment Foundation  
P.O. Box 1312  
Hopewell, VA 23860**

For More information, contact Tanya Ryan at 804-898-0211 or email to [president@definc.org](mailto:president@definc.org)

## **Contract Terms and Conditions**

This contract is made this (insert day, month, year) \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between Dachshund Enlightenment Foundation and \_\_\_\_\_ (hereafter referred to as Exhibitor,) in exchange for the right to participate in Dachttoberfest, which will be held on Saturday, September 30, 2023 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 Exhibitor's participation in Dachttoberfest.

Safety Protocols: By signing this contract, the Exhibitor 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 Exhibitors**

- 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 exhibitors in a particular category.
- The DEF Dachttoberfest Management may deny any exhibitor 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, September 29, 2023 and between 7:00 a.m. and 9:15 am on September 30, 2023. All vehicles MUST be out of building by 9 a.m. on event day.
- **Exhibitors may not break down any portion of their booth until at or after 4pm Sept 30.** Each booth must be dismantled completely no later than 6:00 p.m. day of the event.
- Exhibitors 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).
- Exhibitors 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.**
- Exhibitor 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 Exhibitor's expense. Rental fees for services and exhibit space are not refundable.

Exhibitors 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 Exhibitors 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 Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other cause whatsoever. The Exhibitor 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 Exhibitor'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 Exhibitors 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 Exhibitor's participation in Dachtobberfest. The signature of Exhibitor's representative to this contract evidences Exhibitor's agreement to indemnify the Henrico Humane Society and The Richmond Raceway Complex. This agreement to indemnify shall remain in force even if Exhibitor is unable to participate in Dachtobberfest 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 Exhibitor's expense. Any cleaning expenses incurred due to the Exhibitor shall be reimbursed by Exhibitor.

## **Refund Policy**

If, after executing this contract, the Exhibitor 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 an Exhibitor 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 Exhibitor's space. Upon termination of the agreement, there shall be no refund due to an Exhibitor.

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 Dachtobberfest for any of the above-named reasons, Dachshund Enlightenment Foundation will reimburse Exhibitor 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.