



August 2019

Dear Friend:

The Potter League for Animals is approaching its 30th year for its premiere fundraiser, the **Heart & Sole Walk for the Animals!** **The 2019 Heart & Sole Walk for the Animals will take place on Sunday, October 20th at Glen Park in Portsmouth, RI.** It's a family oriented event and one of the largest of its kind in Rhode Island with so many Rhode Islanders and their pets taking part in the festivities!

We would like to offer you the opportunity to join us as a vendor in our Flea-less Market - our specialty retail, games and education arena. By participating in the Heart & Sole Walk for the Animals as a vendor, your company will have the opportunity to connect with hundreds of Rhode Island and Massachusetts individuals and families and help thousands of animals in need at the same time!

We have enclosed a vendor application form for your review. If you have any questions about the Heart & Sole Walk for the Animals or the Potter League for Animals, please do not hesitate to contact us at (401) 846-0592 ext 125 or e-mail me at SusanR@potterleague.org. We hope that you choose to join us for this special community event!

Warm regards,

Susan Ryan

Development Manager



VENDOR APPLICATION **October 20, 2019**

*Please note that all accepted vendors will need to submit a certificate of insurance prior to event day.

Vendor Name *(as would be displayed on signage)* _____

Main Contact First & Last Name _____

Email _____ Phone Number _____
That you can be reached at on Walk day

Vendor Street Address _____

Address Line 2 _____

City _____ State _____ Zip Code _____

Vendor Website _____

Briefly describe your business/organization _____

Briefly describe the items and/or services you would display or sell _____

Have you been a vendor at the Heart & Sole Walk for Animals in the past? **YES** **NO**

Choose one of the following options:

- Yes, my company would like vendor space at the Potter League's H&S Walk for the Animals 2019. Enclosed is my vendor fee of **\$50** (vendor agrees to bring their own tent not larger than 10 x10, table & chairs). Limited space available in the Flea-less Market. Space will be assigned when fee is received.
- Yes, my company would like vendor space at the Potter League's H&S Walk for the Animals 2019. Enclosed is my vendor fee of **\$100**, that includes (1) 6 ft. table, and (2) chairs. Vendor agrees to bring their own tent not larger than 10 x10).
- Yes, my company would like vendor space at the H&S Walk for Animals 2019. Enclosed is my vendor fee of **\$200**, that includes (2) 6ft tables, (4) chairs and a 10x10 tent.
- Yes, my nonprofit 501(c)3 organization would like vendor space at the Potter League's H&S Walk for the Animals 2019. Enclosed is my vendor fee of **\$25. (Does not include tent, table or chairs.)**
- No, I can not attend at this time, but I would like to be contacted again for future events.

Larger space is available upon request. Potter League reserves the right of all tent placement.

Vendors must have retail license and permit to sell goods in Portsmouth, RI.

Rented tents, tables and chairs are provided by the Potter League through Newport Tent Company.

All vendors are required to stay for the entire event from 10:00am to 1:30pm. Set begins at 8:30am and tear down is at 1:30pm.



Potter League
Enriching Lives

Forms and payment in the form of a check made to the Potter League by Friday, October 4th. To complete the Vendor Agreement process, please fill out and submit with payment to:
Potter League for Animals | 87 Oliphant Lane | Middletown, RI 02842

We reserve the right to deny applications or limit the number of vendors selling or exhibiting a similar product.



VENDOR LIABILITY WAIVER **October 20, 2019**

*Please note that all accepted vendors will need to submit a certificate of insurance prior to event day.

Vendor Name _____

Representative Name _____

E-Mail: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Waiver: I, _____ (representative name)

of _____ (vendor company name) agree to assume all liability and responsibility for any and all risk or damage or injury that may occur to me (or my dog) as a participant in the Heart & Sole Walk for the Animals. In consideration of being accepted as an entrant in this event I hereby for myself, my heirs, minor child or ward, and executors and administrators of all the foregoing, release and discharge the Town of Portsmouth, the Robert Potter League for Animals, Inc., its employees, Board of Directors, sponsors, volunteers and all persons associated herewith from all claims, damages, rights of action, present or future whether the same be known, anticipated or unanticipated, resulting from or arising out of, or incident to my participation in this event. I agree to permit the free use of both my name and my dog's name (if applicable) and pictures in any broadcast, telecast or other account of the event.

Signature _____ Date _____

(signer must be over 18 and an authorized personnel of above stated vendor company)



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