



# Howl-o-ween



## VENDOR APPLICATION

OCTOBER 26, 2024

PAWS ON POST • FORT LIBERTY • NORTH CAROLINA

COMPANY NAME \_\_\_\_\_

POINT OF CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DESCRIPTION OF WHAT YOU ARE SELLING  
(PROVIDE A BRIEF DESCRIPTION OF WHAT YOU ARE SELLING OR THE TYPE OF BUSINESS YOU HAVE.)

### SPACE FEE

**INITIAL: \$50 PER SPACE**  
[INCLUDES ONE 6' TABLE AND 2 CHAIRS]

**ADDITIONAL: \$25 PER ADDITIONAL SPACE**  
[INCLUDES ONE 6' TABLE IN ADDITION TO YOUR INITIAL TABLE]

HOW MANY SPACES WOULD YOU LIKE? \_\_\_\_\_  
(EACH SPACE INCLUDES A 6' TABLE AND 2 CHAIRS)

**PLEASE NOTE: COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE SPACE AT THE HOWL-O-WEEN EVENT. PAWS ON POST WILL REVIEW ALL APPLICATIONS ON A FIRST COME FIRST PAID BASIS. SPACE IS NOT SECURED UNTIL PAYMENT HAS BEEN RECEIVED. SPACE WILL BE CONFIRMED BY EMAIL.**

### VENDOR DETAILS

- Total payment must be made in order to secure space.
- Vendors cannot sell food, drinks, or alcohol. No outside food or beverage authorized in the facility.
- All vendors may begin setup on **October 26, 2024** at **4:30 p.m.**
- All goods sold will be paid for in cash or credit card. Vendors will receive 100% of all sales and shall be responsible for controlling and safeguarding their individual receipts.
- There will be no more than one of each brand direct sales company. Spaces are issued on a first come first paid basis. If necessary, a wait list will be compiled.
- Spaces will be kept clean at all times. Trash receptacles will be available, please breakdown ALL boxes before properly disposing them. Prior to departure, your space must be clean of all trash. Violators will be charged a clean-up fee and may not be considered for future events.
- The Paws on Post Pet Kennel will not be responsible for any loss or thefts incurred during event. Vendor will take full responsibility for the security of their items.
- All sales are between the vendor and buyer. The Paws on Post Pet Kennel will not assume any responsibility for dissatisfaction resulting from sales. There will be no refunds issued by Paws on Post or Smith Lake.
- Release and Hold Harmless Agreement: The Contractor shall release and discharge the NAFI and the United States Government from any claims of third parties arising out of or from accidents or incidents involving acts or omissions of the Contractors, its officers, agents, or employees, occurring as a result of performance of the terms and conditions of this contract or as a result of the operation of NAFI furnished equipment or materials, if any, or of the performance of the services under this contract.

If the above details are not observed, vendor may be requested to vacate his/her booth and under these circumstances, no refunds will be given.

### METHOD OF PAYMENT

(USE THE AREAS BELOW TO INDICATED HOW YOU WILL BE PAYING FOR YOUR SPACE)

- CREDIT CARD
- CALL FOR CREDIT
- CARD CASH/CHECK

TYPE OF CARD \_\_\_\_\_

NAME ON CARD \_\_\_\_\_

CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

AMOUNT \_\_\_\_\_

VENDOR NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_

RECEIVED BY \_\_\_\_\_

DATE PROCESSED \_\_\_\_\_

PROCESSED BY \_\_\_\_\_

**\*\*NOTICE\*\* SUBMITTAL OF APPLICATION DOES NOT CONSTITUTE APPROVAL FOR PARTICIPATION. IF APPLICATION IS APPROVED, PAWS ON POST WILL NOTIFY APPLICANT BY EMAIL.**