

# 2018 *Oh! The Places Our Pets Go!!* PET EXPO



VET 🐾 GROOMER 🐾 WALK 🐾 STORE 🐾 TRAINER



## SATURDAY APRIL 28 & SUNDAY APRIL 29

AT THE KINGSTON ARMORY FROM 10 AM - 6 PM

# EXHIBITOR PACKET

DEADLINE TO PARTICIPATE APRIL 2, 2018



### RESERVE YOUR BOOTH TODAY!



THE CITIZENS' VOICE



***We invite you to join us in  
celebrating our community's  
love for animals at the  
SPCA's 2018 Pet Expo on Saturday,  
April 28 & Sunday, April 29 at the  
Kingston Armory from 10 am - 6 pm  
presented by  
Wyoming Valley Motors Subaru.***



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



# 2018 PET EXPO

**SATURDAY, APRIL 28 & SUNDAY, APRIL 29 FROM 10 AM-6 PM**

at the Kingston Amory, 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 March 2, 2018.

\$50 - I will need electricity in booth.

Early Bird Special for-profit Business - Subtract \$100 if paying for booth in full before March 2, 2018.

\* 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 Wilkes-Barre City. We will forward all license requests to the City for processing.

**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, April 27 from 2 - 4 PM or Saturday, April 28 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 March 30, 2018. 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 April 13, 2018. Booth assignments will be made after full payment is received.

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](http://spcaluzernecounty.org). For more information contact the SPCA at 570-825-4111 or email at [admin@luzernespc.org](mailto:admin@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 2018 EXHIBITOR BOOTH RULES AND REGULATION

Please return this participation form (contract) along with a check made payable to: SPCA of Luzerne County, Attn: Peggy Nork, 524 East Main Street, Wilkes-Barre, PA 18702; Telephone: 570-825-4111 ext. 7 Fax: 570-825-7898 or email pnork@luzernesPCA.org. Please read the rules and regulations thoroughly before you agree to participate in the SPCA of Luzerne County's 2018 Pet Expo.

1. Participation is hereby made by the undersigned EXHIBITOR for exhibit space at the 2018 SPCA Pet Expo to be held at the Kingston Armory on Saturday, April 28, 2018 and Sunday, April 29, 2018. Show hours are 10 am - 6 pm. 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 April 13, 2018.
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 City of Wilkes-Barre. Please fill out your license request and return it with a check payable to the City with this Contract to the SPCA.
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 April 13, 2018.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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. 7.
11. Any matters not covered by these rules are subject to the sole discretion of the SPCA of Luzerne County.
12. A deposit for booth space is due at time of signing. If EXHIBITOR must cancel before March 30, 2018 - we will refund fees paid. Written notice must be received of such cancellations. No monies will be refunded after March 30, 2018.
13. 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.
14. 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 2018 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 Peggy Nork at 570-825-4111 extension 7 or email at [pnork@luzernespc.org](mailto:pnork@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](http://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](http://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

Please make checks payable to Wilkes-Barre City and forward to the following address:

The City of Wilkes-Barre  
Attn: Patty Hughes  
40 East Market Street  
Wilkes-Barre, PA 18711

*In order to make sure this application is processed in a timely manner, please return application with payment no later than 15 business days prior to the event start date.*

*Please note that this application does not pertain to food vendors.*

# 2018 *Oh! The Places Our Pets Go!!* PET EXPO



**SATURDAY APRIL 28  
& SUNDAY APRIL 29**

**AT THE KINGSTON ARMORY FROM 10 AM - 6 PM**

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## **TENTATIVE SCHEDULE OF EVENTS**

### **Friday, April 27, 2018**

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

### **Saturday, April 28, 2018**

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

10:00 AM - Expo Opens

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

6:00 PM - Expo Closes

### **Sunday, April 29, 2018**

10:00 AM - Expo Opens

1:00 PM - - Training - TBD

3:00 PM - 5:00 PM - Microchip/Rabies Clinic

6:00 PM - Expo Closes