

Spokane VegFest Event Coordinator
Josh Meckel
josh@spokanevegfest.org
(509) 542-7829

PLEASE USE OUR DIGITAL FORM TO APPLY:
<https://www.inveg.org/vegfest/vendors/form/>
PDF FORM NOT ACCEPTED ANYMORE for
applications. Pricing and info is not up to date.



Dear Friends and Supporters,

We invite you to join us as a vendor or sponsor for the 5th annual Spokane VegFest: Healthy Living Expo on Saturday, July 27, 2019 at the Spokane Community college from 10:00 am to 6:00 pm. Spokane VegFest was an enormous success our last year with over 3,000 attendees from across the united states. People flew from as far as Arizona, Southern California and Wyoming for our event. This year we expect to grow even larger and are expanding the event's size to support 120+ vendors. The purpose of this event is to promote the ethical, environmental, and health benefits of a vegan lifestyle. This event will be promoted through online and local media, including prominent billboards across the city, feature articles in the local papers and many other outlets.

This event will include healthy living, animal- and eco-friendly exhibitors, renowned chefs and speakers from around the country, presentations, cooking demonstrations, food trucks, non-profit organizations, an outdoor farmer's market, a music stage with live bands, yoga, massage, and more. Spokane VegFest will draw committed and passionate vegans as well as omnivores and vegetarians who want to learn more about how to protect their health, the planet, and its inhabitants. We invite you to promote your business, group, or product to thousands of people who want to learn more about veganism and the varied products and services that support a veg-friendly and an eco-friendly way of life.

The following forms are enclosed: (1) Sponsorship form, (2) Exhibitor application and (3) Conditions of Agreement. Please note that the Spokane VegFest Committee reviews all applications for exhibitor space. We reserve the right to deny exhibit space to any group or organization that does not support at least one tenet of the festival's mission statement. If you have questions regarding the appropriateness of your group for this fest, please feel free to contact us at any time.

Reserve your space by email to josh@spokanevegfest.org or by mail to the address listed above. Send all forms no later than June 9 to get priority rate. We must receive your check or PayPal payment in order to process your application. If your company or organization cannot be present, we have an option to hire volunteers to distribute your goods. If you would like additional information, please contact Josh Meckel at josh@spokanevegfest.org or (509) 542-7829. Also, be sure to visit our website at www.spokanevegfest.org or check us out on Facebook for updates.

We hope that you will help us make this year's Spokane VegFest: Healthy Living Expo just as memorable as the first! We look forward to an exciting celebration with your participation and support.

"Spokane VegFest was such a positive experience. The presentations were dynamic and thought provoking. People were genuinely engaged in conversations I had with them about animal rights and veganism. VegFest was amazing!" – Kit Jagoda of River's Wish Animal Sanctuary

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Spokane VegFest Sponsorship Form

Sponsorship Benefits

	Bountiful Bunnies (\$300)	Happy Hens (\$500)	Cool Cats (\$1,000)	Top Dogs (\$2,500)
Name listed in the IN Veg Newsletter	X	X	X	X
Receive IN Veg Membership Discount Card(s)	X (2)	X (2)	X (4)	X (6)
Logo placement on IN Veg website	X	X	X	X - prominent placement
Name listed on VegFest Facebook page	X	X	X	X
Verbal announcement at VegFest		X	X	X
Vendor Booth	1 table	2 tables	2 tables	4 tables
Prime Vendor Booth Location			X	X
Hang your banner at VegFest entrance			X	X – prominent placement
Logo on VegFest Billboards				X

Sponsorship Level: \$ _____

Deadline for blurb text for IN Veg e-news (all levels):

Friday, June 8

Deadline for logo to appear on billboard/bus ads (\$2500 level):

Friday, May 25

Sponsor Organization Name	
Contact Name	
E-mail Address	
Website	
Phone	
Mailing Address	

Sponsors must also complete the exhibitor application if they will be tabling at the event.

*Please mail (or email) this Application, Conditions of Agreement, and a check or money order made payable to **IN VEG** to the above address.*

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Spokane VegFest Exhibitor Application

Booth Type

Indoor Exhibitors (Comfort & Convenience) may give away small food samples, product samples, and sell products and/or packaged food that is not meant for consumption at VegFest. All samples and products must be vegan. **We will provide one 8' x 2.5' table, two chairs and A/C.** Booth size is appx 10' wide x 8' deep. **Note:** Table Cloths are no longer available to rent. **Save \$5 by providing your own table.**

Outdoor Vendor vendors provide their own table, chairs and canopy(Optional). There is no power available for outdoor vendors. The standard booth space is appx. 10'x10'.

Please circle exhibitor type

Booth Type	Early Rate Until June 8	Rate after June 8	Late Fee after July 6
Indoor Exhibitor (for profit)	\$160 / Additional space \$65	\$170	\$25 additional
Indoor Exhibitor (non-profit)	\$75 / Additional space \$35	\$80	\$10 additional
Outdoor Vendor	\$80 / Additional space \$45	\$85	\$15 additional
Animal Related Organization/Sanctuary	\$25 / Additional space \$15	\$35	\$10 additional

Organization Name: _____ EIN if non-profit: _____
 Contact Name: _____ Phone: _____
 Email address: _____ Website: _____
 Mailing address: _____

Full description of the products you will be displaying, distributing, and/or selling:

Food samples will go quickly - bring lots, and have brochures available also in case samples run out.

Will you need an electrical outlet? (Not Available for Outdoor Vendors) Yes No

Are you providing samples? Yes No Describe Samples: _____

Will you be serving food? If yes, see condition 10 on Terms and Conditions. YES NO

Providing Table (Indoor Vendor) Do you want to provide your own 6' or 8' table (**Save \$5**)? YES NO

If electricity is needed, list the appliances and amps for each. No butane burners allowed. Note that we cannot guarantee electrical outlets for each exhibitor. We will prioritize food vendors and then reserve outlets for exhibitors on a first-come, first-serve basis. We will let you know whether we can meet your request.

Describe Electrical Appliances: _____

Will a representative from your organization be present for Spokane VegFest?

____ Yes, a representative from my organization will be present for the festival

Contact info if different from above: _____

____ No, I will need a volunteer. See volunteer staffing on next page.

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Volunteer Staffing Option

If you are unable to represent your organization at Spokane VegFest, we offer to staff your table with volunteers for the day. You should send all supplies needed and an information sheet with talking points, answers to common questions, etc. that we will give to the volunteers to support their company during the day.

_____ Volunteer for the whole day, including set up and take down: \$60 (Does not include exhibitor fee)

Raffle Items: Would you like an additional opportunity to show off your products/services by donating an item to our raffle? Please package your raffle item in a decorative basket and mail it to us. or bring it with you on the event day. **DO NOT SHIP TO PO BOX.** Please email us for a regular address. If you cannot provide a

_____ Yes, I will donate the following item(s): _____

Refund policy: If an exhibitor should decide to cancel after payment, and the cancellation is made on or before June 9, Spokane VegFest will refund the payment in full. If an exhibitor should decide to cancel between June 9 and July 15, half the fee will be reimbursed. July 15 and later, no reimbursement will be granted. If Spokane VegFest declines to accept an exhibitor for whatever reason, and an online payment has been made, it will be fully reimbursed.

Exhibitor Benefits

- Promotion of your product, service, or organization to an anticipated crowd of 2,500 or more

Exhibitor Criteria

- A business or non-profit whose products, services, or information may, in part or in full, help the public to practice a vegan lifestyle.
- A business or non-profit whose activities do not promote animal products, animal experimentation, or animals as entertainment, and may be of interest to attendees.
- A business or non-profit whose activities and products support at least one of the tenets of the festival's mission statement below.

Amount enclosed:

Sponsorship \$____ + Booth Fee \$____ + Staffing \$__ + Late Fee \$____ + Donation____ = \$_____

*Please mail (or email) this Application, Conditions of Agreement, and a check or money order made payable to **INVEG** to the above address. You may also use PayPal or Google Wallet to complete your payment online. Google wallet does not charge additional fees for money transfers. Our Google Wallet account is josh@inveg.org. If you use PayPal, please add 3% to cover the cost of PayPal fees. Paypal donation/payment links are found on our website www.inveg.org. Please make a note in the PayPal payment that you are paying for a VegFest booth or Sponsorship. If you would like to use Google Wallet, an electronic form of payment that has no fees, then please email us.*

Please email vendor@spokanevegfest.org when you have sent your check in the mail so we know to expect it.

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Conditions of Agreement

Please read and initial by each item.

- ____ 1. Spokane VegFest reserves the right to accept or decline any application at its discretion.
- ____ 2. Each exhibitor must submit an individual application and payment.
- ____ 3. Setup begins at 7:00 am. Exhibitors must be ready for operation by 9:30 am.
- ____ 4. Exhibitors must staff their tables during the entire event from 10:00 am to 6:00 pm.
- ____ 5. Exhibitors are responsible for setup and take-down of their booth.
- ____ 6. Exhibitors must have clearly displayed signs, which identify name, products, and prices where applicable.
- ____ 7. Exhibitors shall display, sell, or give away only merchandise, literature, and services specified in the application.
- ____ 8. All food sold or given away must be vegan. Vegan means no animal products: flesh, fat, broth, gelatin, egg, dairy, or **honey**. Exhibitors/vendors should be able to specify the origin of all product ingredients if/when asked.
- ____ 9. Please serve your food samples in compostable or eco-friendly containers.
- ____ **10 Many Vendors serving prepared food to the public require having a food permit at the event which has an additional cost. Please contact us and the Spokane Regional Health District for Details. A health inspector may show up the day of the event. Health permits MUST be filed more than 2 weeks before the event so please contact us ASAP if serving food. Visit <https://www.srhd.org/services/tfe.asp> to see a list of exempt foods that do not require a permit.**
- ____ 11. All products and merchandise sold, given away or marketed must be vegan, not tested on animals, and should be as environmentally friendly as possible. If your company offers non-vegan items, please do not mention them during the event.
- ____ 12. Spokane VegFest is both a celebration of veganism and a place for information about veganism. With this double function in mind, Spokane VegFest recognizes the necessity of graphic imagery as an education tool, but wants to maintain the idea of celebration. We allow graphic imagery, but please keep the following guidelines in mind: Any graphic imagery that attendees are forced to see is not allowed. If literature has a graphic image on the front page, we ask that it be hidden by a blank piece of paper. Graphic images inside of literature are acceptable and may still be distributed (please specify in the product description). If you have any questions, please contact us. We reserve the right to disallow any graphic imagery that does not fit within these guidelines on the day of the festival.
- ____ 13. Should any contingency interrupt or prevent the holding of Spokane VegFest, including but not limited to inclement weather, war, terrorism, or lockouts, the event coordinators and Spokane VegFest shall in no way be liable to exhibitors. Should any contingency prohibit the event from taking place as scheduled, event coordinators will make their best effort to reschedule the event on a weekend day as near to the original date as possible.
- ____ 14. Exhibitors agree to make no claim for any reason against event coordinators or Spokane VegFest for theft, damage, or destruction of goods, or for injury to themselves, employees, volunteers, or visitors incurred at the event.
- ____ 15. Spokane VegFest may take photos and video of you and your exhibit table and use it for our promotions.

(OPTIONAL) SOCIAL MEDIA – Please take a moment to share!
The more people that know about Spokane VegFest, the bigger the event!

I have read the Conditions of Agreement and agree fully to all

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Signature (Initials OK for electronic submission)

Print name

Organization

Date