



The Evergreen Cat Fanciers
presents
"Paws in the Pumpkin Patch"



October 10-11, 2020
A 2-day, 12 ring Traditional Back-to-Back Show

***"This show will NOT be open to the public"
due to COVID-19 safety precautions.***

Dear Prospective Vendor:

The Evergreen Cat Fanciers would like to invite you to participate in our upcoming October 10-11, 2020 show called **"Paws in the Pumpkin Patch"** to be held at the **Ferndale Events Center, Ferndale, Washington**.

We are offering a **maximum of three (3)** 10x10 vendor spaces for this show. To secure a vendor space, your reservation and payment must be received no later than **Mon, Oct 5, 2020**. You can reserve a vendor booth by mailing the enclosed Vendor Agreement, or online at <http://october.evergreencatfanciers.org> .

Reservations will be accepted based upon category of product or service and the date the Vendor Agreement. Book early!!

This show also offers some great opportunities to **promote your business** via printed advertising and sponsorships. This packet includes complete information about these opportunities; you can order advertising via the enclosed forms or via our website at <http://october.evergreencatfanciers.org> .

If you're planning to join us for this show, we recommend that you **book your hotel room early!** Hotel information is on the show website.

We hope that you will consider participating in our show! If you have any questions, please don't hesitate to call or email.

Sincerely,

Julie Ollis, Vendor Coordinator
The Evergreen Cat Fanciers
vendors@evergreencatfanciers.org

13502 99th Ave NE
Arlington, WA 98223
Cell 425-359-6189

VENDOR INFORMATION SHEET

SHOW LOCATION & TIME

Place:
Ferndale Events Center
Ferndale, WA

Dates: October 10-11, 2020
Show Hours:
Saturday: 9:00am –5:00pm
Sunday: 9:00am – 5:00pm
Setup: Friday, October 9, 2020: Noon-5:00PM

ABOUT OUR VENDOR SPACES

- ◆ Vendor spaces are offered in 10x10 increments; we offer both single and double booth spaces. Booth space is available based upon category of product or service and the date of receipt of the Vendor Application.
- ◆ **Due to COVID-19 safety precautions, maximum vendor spaces at this show = 3.**
- ◆ **At the time of submitting the Vendor Agreement, the vendor must agree to the added safety requirements for this event by signing and returning the Health/Safety Policies and Procedures which are attached to this document.**
- ◆ **Anyone not complying with these added safety precautions will be instructed to leave without refund of any monies paid.**
- ◆ This show hall's vendor spaces are not draped. You will need to bring your own partitions and fixtures if desired.
- ◆ The vendor space rental fee does not include tables. You may bring up to two 8' tables per 10' x 10' booth. Or, you can rent Center tables for \$10 each.
- ◆ If you have any special booth space requirements, please indicate these under "Special Requirements" on the Vendor Agreement. If you need electricity, bring your own extension cord. we will make every effort to find you a working outlet.

RESERVATION TERMS & DEADLINES

- ◆ To reserve a vendor booth, mail the enclosed Vendor Agreement to our Vendor Coordinator. You can also reserve your vendor booth online at www.october.evergreencatfanciers.org . To secure your booth reservation, your online or printed Vendor Agreement must reach us no later than **Monday, October 5, 2020.**
- ◆ *In addition to the rental amounts listed in the Vendor Agreement, each vendor must provide one or more raffle gifts with **a total value of \$30 or more** by no later than 10:00AM on Saturday.*

PAYMENT TERMS & DEADLINES

- ◆ **Due to the uncertainty of COVID-19 restrictions, the club will not accept any payment for vendor spaces until it has confirmed the show will go forward. This decision will be made in September. At that time, the Club will inform vendors who have requested space whether the show will go forward or be cancelled. If the show goes forward, payment for all services ordered must be paid by 10pm, Monday, October 5, 2020.**
- ◆ A fee of \$30.00 plus bank fees will be assessed for any returned checks; such checks must be claimed with cash before the vendor will be allowed to set up.

BOOTH SETUP & SHOW HOURS

- ◆ You can set up your booth space on Friday, October 9th between Noon–5:00pm.
- ◆ NOTE: **There will be no set up available on Saturday.**
- ◆ All vendors are required to remain in the show hall, and open for business, during the advertised show hours, which are Saturday/Sunday 9:00am–5:00pm.
- ◆ All vendors must confine themselves to the space assigned, unless given specific permission by the Show Manager to relocate or expand. All expansions and most relocation will be subject to additional fees. No relocations, load-in/load-out, or storage of items will be permitted during advertised show hours.

SECURITY, INSURANCE & LIABILITY

- ◆ **The Evergreen Cat Fanciers, TICA, the City of Ferndale, The Ferndale Events Center, and the contracted show hotel, shall not be liable for illness or injury to the vendor, or for loss or damage to vendor property.**
- ◆ Vendors must be self-insured against breakage, lost or stolen items. The show hall will be secured after show hours.

BUSINESS LICENSES

The Washington State Department of Revenue requires that all vendors be registered with the state. This license must be displayed in the vendor booth for both days of the show. If you need a Washington State tax registration, please call (800) 451-7985. You may want to go to the WA website to look for forms for WA State tax identification numbers at the following URL: <http://bls.dor.wa.gov/file.aspx>

SALES TAX

Regardless of your type of business license, you are reminded that you must collect Washington State Sales Tax on any items sold at our event. The City of Ferndale sales tax rate is **8.7%**.

This event is a wonderful opportunity to promote your business or cattery to a new market. **A free business card ad is provided to Vendors who participate in our show.**

Deadline: Ad space must be reserved and camera-ready copy **must** be received on or before **Monday, October 5, 2020**
Copy should be sent to sponsors@evergreencatfanciers.org

SPONSORSHIP OPPORTUNITIES

October 2020 "Paws in the Pumpkin Patch"

TERMS & DEADLINES

To request a ring sponsorship, please submit the Sponsorship Form on our website. To request a sponsorship, your order must reach us no later than **Monday, October 5, 2020**. However, to get the full benefit of the sponsorship, the sooner you get in your sponsorship, the longer your business will be getting promotion.

Do not submit payment with the Sponsorship Form. We will contact you in September to confirm the show is a "GO". If it is, you will be required to submit your payment by Monday, October 5, 2020.

The club reserves the right to refuse sponsors without cause. After the Club's Sponsor Coordinator receives a sponsorship request with full payment, the Sponsor Coordinator will notify the sponsor if their sponsorship has been accepted. The Club reserves the right to not accept a sponsorship if another sponsor has an exclusive contract for that given product and/or service.

A fee of \$30.00 plus bank fees will be assessed for any returned checks; such checks must be claimed with cash before the show begins.

SHOW SPONSORSHIP (Non-Exclusive)

This non-exclusive sponsorship provides a great opportunity to get your company's name and logo out in front of both the cat fancy and Puget Sound area cat lovers. **A show sponsorship is \$500** and includes the following:

- ◆ Your company logo included in all printed & online advertising & publicity
- ◆ Mention of your company as a sponsor in all news stories and public service announcements.
- ◆ Your company's name and logo prominently displayed on the front page of the show's website as a sponsor.
- ◆ Free full-page ad, inside front cover or inside back cover, in the Exhibitors' Catalog (inside-cover locations are first-come, first served).
- ◆ Free full-page ad in Spectators' Guide. (if the club decides to create one).

RING SPONSORSHIP (Non-Exclusive)

A great way to promote your business while helping to support the show!

- ◆ \$20 (one ring—both days)
- ◆ \$100 (all rings — both days)

JUNIOR EXHIBITOR RING (Non-Exclusive)

You can also sponsor our Junior Ring for \$50.00/each; which includes the following:
Sponsors receive the following:

- ◆ "This ring sponsored by..." credit on the ring sign
- ◆ Listing (and link to your website) on the front page of this website
- ◆ Free 1/2 page ad in show catalog
- ◆ Acknowledgement in show catalog
- ◆ Acknowledgement on "Our Show Sponsors" poster in show hall
- ◆ Acknowledgement by judges before their finals (if they remember :-)

Ring Sponsorship Judges –

Your sponsorship options (first-come, first-served) are:

Saturday AM	Saturday PM	Sunday AM
Yvonne Patrick (AB) Chilliwack, BC, Canada	Yvonne Patrick (AB) Chilliwack, BC, Canada	Ellen Crockett (SP) Port Townsend, WA
Vickie Shields (AB) Albuquerque, NM	Vickie Shields (AB) Albuquerque, NM	Vickie Shields (SP) Albuquerque, NM
Adriana Kajon (AB) Albuquerque, NM	Adriana Kajon (AB) Albuquerque, NM	Adriana Kajon (SP) Albuquerque, NM
Ellen Crockett (AB) Port Townsend, WA	Jim Armel (AB) Spring, TX	Jim Armel (SP) Spring, TX
Melissa Parsley (AB) Skykomish, WA	Donna Armel (AB) Spring, TX	Donna Armel (SP) Spring, TX

IF YOU ARE INTERESTED IN SPONSORING THE SHOW: GO TO: <http://october.evergreencatfanciers.org>

OCTOBER 2020 VENDOR AGREEMENT The Evergreen Cat Fanciers

Business Name				
Contact Name				
Mailing Address				
City		State/Prov	Zip/Postal Code	
Phone		Fax		
Email address				
Website URL				
Brief description of your business/products				
List any special booth requirements <i>(for example, if you need to be against a wall rather than free standing, if you need electricity, etc.)</i>				
		REGULAR PRICE	HOW MANY?	
VENDOR SPACE DESCRIPTIONS		<i>(received by 10/5/20)</i>		TOTAL
Single Booth Space (10' x 10') Two chairs and one table included. Order extra tables below.		\$75.00		\$
Double Booth Space (10' x 20') Four chairs included. Order tables below.		\$125.00		\$
Extra Tables (may be 6' x 30" or 8' x 30")		\$10.00		\$
Lunches To make selections, fill out the separate Lunch Order Form.		\$13.00		\$
Saturday Dinner Catered chicken enchilada dinner.		\$19.00		\$
Saturday Evening - Genetics Seminar More information on the website.		\$10.00		\$
Business Card Sized Ad in Exhibitor Catalog		Free	One	\$ Free
1/2 Page Ad in Exhibitor Catalog		\$50.00		\$
Full Page Ad in Exhibitor Catalog		\$75.00		\$
Inside Front or Inside Back Cover Ad in Exhibitor Catalog		\$100.00		\$
TOTAL DUE				\$

HOLD OFF MAKING PAYMENT UNTIL YOU HEAR FROM US IN SEPTEMBER. Then, if the show is a "GO", make check/money order payable to: **The Evergreen Cat Fanciers** and mail to: Julie Ollis, Vendor Coordinator, 13502-99th Ave NE, Arlington, WA 98223 or send payment via PayPal to: treasurer@evergreencatfanciers.org no later than **Monday, October 5, 2020**. A fee of \$30.00, plus bank fees will be assessed for any NSF returned checks; such checks must be claimed with cash before the Vendor will be allowed to set-up, or participate in any show event(s).

--- Vendor Agreement continued on next page ---

The Evergreen Cat Fanciers will provide vendor booth space, one table and two chairs. Extra tables are available (if needed) on a space available basis. Club does not assume any other obligations, responsibilities, or liabilities. The Club reserves the right to refuse booth space to, or to eject, any vendor whose behavior has caused problems with exhibitors, spectators, or show management. Vendor space fees are non-refundable.

The undersigned Vendor agrees to abide by all terms and requirements listed in the included "Vendor Information Package", as well as all terms set forth on this document. Vendor must provide all equipment, labor and fixtures beyond that stated in this agreement. All fees must be paid before the Vendor will be allowed to set up. In addition to paying rental fees listed above, **Vendor agrees to provide the Club with one or more raffle prize with a total value of \$30.00 or more by no later than 10:00am, Saturday, October 10, 2020.**

Additionally, the undersigned Vendor agrees to indemnify and hold the Club, the State of Washington, the City of Ferndale, The Ferndale Events Center, Whatcom County and their respective members, agents, officers, servants and employees harmless from and against any claims relating directly or indirectly to the use by Vendor of the space allocated to Vendor; including, and without limitation, actions of the Vendor in setting up and tearing down Vendor's booth space and/or loss due to theft or breakage.

<p>By submitting this "Vendor Agreement", I agreed to the following:</p> <ul style="list-style-type: none"> ◆ I will abide by and uphold the health safety requirements in force at this show. ◆ Once I submit the "Vendor Agreement" and agree to the "Health/Safety" Policies and Procedures", I agree I am obligated to pay for the services requested by Monday, October 5, 2020, unless the show is cancelled by The Evergreen Cat Fanciers or the Ferndale Events Center. ◆ I understand if the show is a "GO" in September, payment is due regardless if I don't attend. 	<ul style="list-style-type: none"> ◆ For this show only, TECF will not accept payments until it has confirmed the show will go forward. That decision will be made in September. At that time, TECF will inform the vendors whether the show will go forward or be cancelled. If the show is cancelled, then all related debts will be cancelled. ◆ If the show goes forward, I agree to pay for all services ordered and will make payment by 10pm, Monday, October 5, 2020. All fees are to be paid in U.S. funds by money order or bank check made payable to: "The Evergreen Cat Fanciers" and mail to the Vendor Coordinator (address on cover letter). If payment is made through PayPal, send to treasurer@evergreencatfanciers.org
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Vendor Signature

Date

Accepted by: The Evergreen Cat Fanciers

Club Representative

Date

The Evergreen Cat Fanciers Health/Safety Policies and Procedures for the October 10-11, 2020 Show

I agree to abide by the following Health/Safety Policies and Procedures:

- 1) General Policies
 - A) This show will NOT be Open to the Public for health and safety reasons.
 - B) All persons entering the show hall must sign this document indicating they have read, understood, and agree to the Health and Safety Policies and Procedure in force at the October 10-11, 2020 cat show.
 - C) All persons entering the show hall agrees to the following general rules:
 - a. Comply with social distancing; remain six feet away from others.
 - b. Wear face mask at all times while in the show hall.
 - c. Use sanitizer on your hands several times throughout the day.
 - D) Hand sanitizing stations will be placed at the entrance and throughout all common areas. Exhibitors are to bring their own personal hand sanitizers for the benching area.
 - E) Dedicated staff will frequently clean all touch points throughout the show hours. The show hall will be cleaned, sanitized and disinfected Friday and Saturday evenings for the next day's events.
- 2) Check-in Procedures
 - A) All people will complete a short health questionnaire prior to checking in (copy attached).
 - B) All people entering the show hall must have their temperature taken with a non-contact thermometer. If a temperature is present, the person (and their party) will not be admitted to the facility.
 - C) All people entering the show hall must provide and use the following safety gear:
 - a. Face mask
 - b. Protective gloves
 - c. Sanitizer/disinfectant for personal benching space
 - D) If people do not have the items in 2C above, 2 face masks and 2 pair protective gloves, and personal sized sanitizer.
- 3) Benching Areas
 - A) Exhibitors will be benched with 6 feet between themselves and other Exhibitors. However, an Exhibitor may opt out of this requirement should they wish to waive that right (See Summary Sheet). As an example, Exhibitors who travel and typically bench together can opt for no separation of cages and/or groom spaces.
- 4) Ring Protocol
 - A) There will be no chairs in the rings for people to watch judging or finals.
 - B) When Exhibitors deliver or pick up cats from the judging ring(s), enter and leave the ring on the opposite side of the ring clerk. Do not deliver or pick up cats directly behind a judge when they have a cat on the judging table.
 - B) Maintain social distancing as much as possible. Exhibitors are to put their cats in the ring cages and remove them as quickly and quietly as possible.
 - C) Finals will be in two phases -- bottom 5 presented and excused, then top 5 presented and excused so there are limited people observing the finals.
- 5) People Food & Drinks
 - A) There will NOT be a hospitality table (coffee, tea, hot chocolate, snacks) at this show. Exhibitors are to bring their own drinks, snacks, and meals. Exhibitors can pre-purchase contactless Saturday/Sunday lunches and Saturday evening dinner (see Summary Sheet). The Club will still provide drinks to the judging rings (judges, ring clerks, and stewards).
 - B) Meals (Lunches and Dinner)
 - a. All meals (lunches and dinner) will be pre-packaged in individual containers and delivered contactless. Each meal will have the appropriate condiments including plastic utensils, paper napkin, and individual serving salad dressings (if applicable).
 - b. Judge, clerk, and steward lunches will be delivered to the judging rings.
 - c. Exhibitor and Club member lunches will be in alphabetical order in the kitchen. To maintain social distancing, the number of people in the kitchen will be limited and monitored by Club members. All lunches are to be eaten at individual benching areas (and not in the dining rooms).
 - d. For all those attending the Saturday evening dinner, meals will be set up in alphabetical order in the kitchen. To maintain social distancing, the number of people in the kitchen will be limited and monitored by Club members. Dining tables will be set up 6 feet apart with only 3 to 4 people per table.

I understand if I fail to follow these Health/Safety Policies and Procedure and I have been asked to remove myself from the show, I will not be eligible for any refund for show related services previously paid.

Printed name: _____ Signature: _____

Email address: _____ Phone: _____ Dated: _____

Name _____ For: _____ Sat _____ Sun _____

Lunch Order Form

Please check the items that you want below.

Sandwich Box = \$13/each

Each box includes your choice of sandwich, pasta salad, chips, a cookie, and choice of soda from assorted beverages at show hall. Please select one.

<i>Sandwich Choice</i>	<i>Quantity</i>	<i>Price</i>
Roast Beef		
Ham		
Turkey		
Chicken Salad		
Tuna Salad		
Egg Salad		
Veggie		

<i>Bread Choice</i>	<i>Quantity</i>
White	
Wheat	
Sourdough	
Rye	
Gluten Free	

Notes: All sandwiches are made 'dry' with lettuce and tomato. Mayonnaise and mustard packets will be provided.

Salad Box = \$13/each

Each box includes your choice of salad, rolls, butter, a cookie, and choice of soda from assorted beverages at show hall. Please select one.

Type of Salad Box	Quantity	Price
Chicken Caesar Salad		
Cobb Salad		
Buffalo Chicken Salad		
Chef Salad		
Oriental Chicken Salad		
Italian Chop Salad		
Garden Veggie Salad		

TOTAL AMOUNT DUE \$ _____

**Email this Lunch Order Form to
entryclerk@evergreencatfanciers.org
no later than 10pm, Monday, October 5, 2020.**

**PayPal the Total Amount Due to
treasurer@evergreencatfanciers.org**