

View the attached FAQ Sheet for more information.

<b>Application Deadline: March 1st</b>	<b>Event Date: April 22<sup>nd</sup> 7-10:30am</b>
<b>Event Coordinators:</b> Heidi Strong and Meghan Rahner	<b>Contact:</b> 315-435-8511 ext.8518 or ext.8526 hstrong@rosamondgiffordzoo.org mrahner@rosamondgiffordzoo.org

**Exhibitor Information**

Exhibitor:		
Contact Name:	Contact Phone:	
Contact Email:		
Address:		
City:	State:	Zip:
Website:		

**Set-Up Details**

Set up times are either Friday, April 21 from 4-6pm or Saturday, April 22 from 6-7am. Please let Heidi or Meghan know when you will be arriving to set up. Driving on site to set up will only be allowed on Friday, April 21 from 4:30-6pm. All other set up times will require hand carting materials in from the main entrance of the zoo.

Power will not be provided. If you are in need of power, please let Heidi or Meghan know prior to set up. A 10x10 tent for exhibitors is highly recommended. Please provide your own tent. One six-foot table and two chairs will be provided for each exhibitor.

**Your Exhibitor Station: Zoo Courtyard**

**Contacts**

Heidi Strong (315) 591-7974  
 Meghan Rahner (607) 344-9123



# ROSAMOND GIFFORD ZOO

## ZOO RUN RUN

Exhibitor  
Application



\*In the event of inclement weather, exhibitors will be moved indoors

For more information about Zoo Run Run and to register online, please visit [rosamondgiffordzoo.org/zoo-run-run](http://rosamondgiffordzoo.org/zoo-run-run)



***Additional Information***

1. All set-up times will be either **April 21 from 4-6pm** or **April 22 from 6-7am**. Please complete all set up by 7am.
2. Exhibitors may begin teardown at **12:00pm**. On the day of the event all Exhibitors must complete teardown by **4:30pm**.
3. Exhibitors will be provided with one six-foot table and two chairs. Exhibitor must supply all other required equipment, for example: 10x10 tent, extension cords, linens, pens, paper, photo copies or av equipment.
4. The event will be held rain or shine. We consider this application as a commitment to the zoo and this event.
5. Tents must be framed and supported by weights, not staked.
6. Set-up times for drive-in unloading will be assigned to each Exhibitor by the Event Coordinator, and will be strictly adhered to. Exhibitor must unload all materials that need to be transported by vehicle at the assigned set-up time.
7. In the event Exhibitor misses assigned set-up time, he will not be allowed to bring trucks or trailers into his assigned booth location.
8. The Exhibitor is expressly prohibited from selling, subletting, assigning, and transferring its booth space to another party. Any such sale, sublet, transfer, or assignment shall be deemed a cancellation of Exhibitors registration.
9. The Zoo reserves the right to choose all vendors. The decision will be final any Exhibitors not granted participation rights will be notified immediately.
10. Except for those being used as a booth, all trailers and trucks must be driven off site by the end of the Exhibitor's assigned set-up time. No vehicles or trailers are allowed at the booth site.
11. All Exhibitors are required to park cars, trucks, and trailers not serving as a stall/booth at the Main lot.
12. Exhibitor is responsible for all labor for and at his booth locations, including setup and teardown.
13. Exhibitor is required to take reasonable care to avoid damaging Zoo property in setting up and tearing down.
14. Exhibitor shall operate and maintain booth activity during the event times.
15. All signs and banners must be contained inside the Exhibitor's tent.



**Indemnification**

The Exhibitor shall release, indemnify, and hold the Friends of the Rosamond Gifford Zoo and all organizers harmless from any and all liability, claims, suits, actions, damages, settlements and expenses, including reasonable attorney’s fees, arising out of injuries to persons or damages to property directly and exclusively resulting from said Exhibitor’s actions and participation in the Event. The Friend of the Rosamond Gifford Zoo or any subsidiary thereof will not be responsible for any kind of injury sustained by participants or guests while in agreement. By signing this release and request, I agree to follow all rules and policies as outlined in these documents and/or any addendum thereto. I understand that the signing and submission of this application implies understanding and consent to the conditions set forth herein. Failure to comply with the event rules and regulations at any time will automatically terminate my participation and result in the loss of my application.

I agree and accept the stated terms and conditions outlined in this document.

Signature:	Date:
Name (Print):	

If you do not currently have insurance, please contact the Development Team at [donate@rosamondgiffordzoo.org](mailto:donate@rosamondgiffordzoo.org).

