



## First Annual Santa Paws Event

### VENDOR FORM

With the holiday season fast approaching, **Head Office Ottawa** wanted to give back to someone in need and with our *immense* love for dogs, it was a no brainer on who to support!

We are so excited to have partnered with our furry friends (& their humans!) at **Sit With Me Rescue**. We are hosting our inaugural fundraising **SANTA PAWS** event that is taking place at Head Office Ottawa on Sunday December 5th 2021 from 12pm - 4pm.

Guests will be invited to drop by with their dogs to attend the event.

Santa Claus is making a special trip down from the North Pole and will be taking photos with his furry friends and their families. Your four legged friends will have lots to see, do and sniff as dog lovers from all over will be sure to come take part in our event & help us raise funds. If you are a dog lover and have a business that is anything dog related, then we want YOU! Apply to be a vendor at our paws-itively fun day :)

*\$5/per person. Children under 12 are free. Additional fees for photos.*

#### **ABOUT SIT WITH ME**

Sit With Me Rescue is a non-profit, volunteer-run rescue who rely on the donations of our supporters, both financially and with items. Since their start in 2012, they have helped network well over 1000 dogs with other reputable rescues and have taken in over 1200 dogs into our care. At Head Office we love our dogs so we thought why not throw an event in support of a cause near and dear to our hearts!

#### **EVENT DETAILS**

**WHEN:** Sunday December 5th 2021

12 p.m. to 4 p.m.

**WHERE:** Head Office Ottawa

430 Hazeldean Rd. Unit 6 Ottawa, ON K2L 1T9

**PRICING:** \$50/vendor + HST

#### **WHAT'S INCLUDED:**

- Each vendor will have an allotted space of approx. 8' x 8' to allow for social distancing and space between other vendors.
- Should you require a table, one will be provided for you
- FREE parking/complimentary Wi-Fi

**WHAT YOU NEED TO KNOW:**

- Vendors will have access to the venue as of 10 a.m. to set up
- We ask that all vendors have their tables and displays ready for 11:45 am
- Maximum 2 staff per vendor
- Must provide your own float/method of payment. No ATM on site
- As a vendor we welcome you to bring your own dog, but please make sure they are leashed at all times and you have someone dedicated to take care of your dog when you are busy with sales at your booth!
- According to OPH - all staff, vendors, volunteers and patrons are to be fully vaccinated and show proof of vaccine prior to entry. Masks are to be worn when not actively eating or drinking

**Business Name:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_

**Business email:** \_\_\_\_\_

**Instagram account:** \_\_\_\_\_

**Facebook page:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**List of products/services you sell:**

\_\_\_\_\_  
\_\_\_\_\_

**Average price point of your products:**

\_\_\_\_\_

**Do you require a table (circle one) YES NO**

*If so what size?*

**Do you require electricity (circle one) YES NO**

**Do you have any additional questions or comments?**

\_\_\_\_\_  
\_\_\_\_\_

*You will receive an email notifying you if your application has been approved.*

Submit completed applications cc'ing both emails below:

**events@headofficeottawa.com** and **communications@sitwithme.ca**