



OCTOBER 27, 2018 | 11:00AM – 2:00PM | COSTA MESA BARK PARK (890 ARLINGTON DRIVE)

Dear Event Vendor,

Thank you for your interest in supporting Costa Mesa Barktoberfest K9 Costume Contest and Pet Adoption event. This event is a partnership with the City of Costa Mesa and the Costa Mesa Bark Park Foundation.

The event will be held on Saturday, October 27, 2018 from 11 a.m. to 2 p.m. at the Costa Mesa Bark Park (890 Arlington Drive, Costa Mesa, CA) inside the small dog area.

This event is focused on pet adoptions and providing the public with information related to pet care. To add some fun and festive spirit to the day, the City will be holding a costume contest during the event.

There will be a loading zone and two flatbed dollies that you will be able to use during set-up. Vendors will be asked to park off site near the local park during the event.

We ask that your group check-in with us no later than 10 a.m. on the morning of the event so that we can be prepared for the participants at 11:00 a.m. The event will end at 2:00 p.m. at which time you will be able to bring your vehicles back to the loading area to break down after the event.

We have a limited number of canopies available to vendors at a first come, first served basis. One table and two chairs will be provided to you for the event. If you need additional chairs or are interested in a canopy, please let us know by the application deadline.

Attendance to the event is free for both vendors and participants. In lieu of charging a vendor fee, we ask that you provide us with a gift certificate or item of at least \$25 value to be used for the event and/or prizes. Additionally, we ask that you bring with you any promotional materials (information, giveaways, etc.) for your booth. Booths may be required to provide insurance, additional liability coverage, and/or business license; we will work with you on a case-by-case basis. We are hoping to have at least 150 people at the event.

Additional information will be provided as the event gets closer. We look forward to the event, and sharing the day with you.

Sincerely,
Tracy Habiger, Recreation Coordinator
McKenna Ewing, Animal Care Services
Linda Kwoun, Costa Mesa Bark Park Foundation

