



VENDOR INSTRUCTIONS AND GUIDELINES FOR DOG DAYS OF SUMMER

EVENT DETAILS:

- Date: Saturday, July 27th (Rain date: Sunday, July 28th)
- Time: 11 AM to 3 PM
- Location: Kokomo Humane Society (729 E. Hoffer St, Kokomo)
- Tickets: Vendors do not need to buy entrance tickets

ARRIVAL AND SETUP:

1. **Arrival Time:** Please arrive between 9 AM and 10:45 AM.
2. **Parking:** After unloading your items, please park your vehicle in one of the designated areas:
 - Shelter (Please reserve shelter parking for those who have mobility issues, if possible)
 - Inventrek Technology Park (700 E Firmin St, Kokomo, IN 46902)
 - UAW Local 685 – American cars ONLY (929 E Hoffer St, Kokomo, IN 46902)
3. **Check-In:** Upon arrival, check in at the ticket sale booth located by Gate A.
4. **Setup:**
 - Food vendors should be set up in Zone A, while all other vendors should set up in Zone B. You are free to choose your spot within your zone.
 - Vendors are responsible for bringing all necessary setup materials, including tables, chairs, and tents.
5. **Deadline for Setup:** All vendors must be fully set up by 10:45 AM.

END OF EVENT AND BREAKDOWN:

1. **Event End Time:** The event concludes at 3 PM. Please do not begin packing up before this time to ensure attendees have a full experience.
2. **Breakdown:** All vendors must dismantle and clear their booths by 4 PM.
3. **Trash Disposal:** Please dispose of all trash in the designated bins and leave your area clean.

ADDITIONAL INFORMATION:

- **Restrooms:** Outdoor porta-potties will be provided, including a handicap-accessible option.
- **Outlets:** We are unable to provide electrical outlets.
- **Attention Beverage Vendors:** We cannot accept alcohol vendors due to an exclusive agreement with the Kokomo Alehouse.
- **Event Promotion:** We encourage vendors to promote this event on their social media pages leading up to the day of the event.
- **Accessibility:** Attendees should be aware that the yard area is uneven in spots.

CONTACT INFORMATION:

- **Before the event:** Please email r.wright@kokomohumane.org for questions or concerns.
- **On-Site Support:** Any staff in the ticket-selling areas or at the Love Bus can assist you.

Thank you for your participation. We're excited to have you at Dog Days of Summer and look forward to a successful event!

