



**Holiday Nights at the Rosamond Gifford Zoo  
Friday and Saturday Nights in December  
Exhibitor Application**

The Rosamond Gifford Zoo is hosting Holiday Nights, a festive and fun after hours event amid sparkling displays of holiday lights that transform the zoo into a winter wonderland. To add to the festivities, we would like to invite your organization to sell your holiday wears during Holiday Nights!

View the attached FAQ Sheet for more information.

<b>Application Deadline: December 1, 2022</b>	<b>Event Dates: December 2, 3, 9, 10, 16, 17</b> <b>Time: 5-8 p.m.</b>
<b>Event Coordinator:</b> Meghan Rahner	<b>Contact:</b> 315-435-8511 x8518 mrahner@rosamondgiffordzoo.org

**Exhibitor Information**

Company Name:		Event Contact Name:	
Company Description/Type:			
Address:			
City:	State:	Zip:	
Phone:	Email:		
Website:	Select Event Dates: <input type="checkbox"/> Dec. 2 <input type="checkbox"/> Dec. 3 <input type="checkbox"/> Dec. 9 <input type="checkbox"/> Dec. 10 <input type="checkbox"/> Dec. 16 <input type="checkbox"/> Dec. 17		
Prior Exhibition Experience (list at least one previous show):			

\*Electric is not available

**Exhibitor Sales Information**

Items for Sale – please include prices:
---





## Agreement

1. All set-up times will be between **4 p.m.** and **5 p.m.**
2. No Exhibitor may begin teardown before **8 p.m.** On the day of the event all Exhibitors must complete teardown by **9 p.m.**
3. We ask that all exhibitors provide their own 10x10 pop-up tent. *Please inform coordinators if you are unable to provide a tent.* Exhibitor must supply additional equipment if required, for example: 10x10 tents, extension cords, linens, pens, paper, photocopies or av equipment.
4. The event will be held rain, snow 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, they will not be allowed to bring trucks or trailers into their 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 their 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.
16. Exhibitor agrees to pay the exhibitor fee as a donation to the zoo for being allowed to execute sales on zoo property.
17. All VENDORS must provide FOTZ proof of commercial general liability insurance on an "occurrence" basis with liability limits in the amounts of \$1,000,000.00 per occurrence covering personal injury, bodily injury and property damage; list as additional insured the CITY OF SYRACUSE, Rosamond Gifford Zoo and FOTZ.





**Payment Information**

Indoor Exhibitor – Two Days (make it a weekend) Outdoor Exhibitor – Two Days (make it a weekend) <i>Note: Electric is not available regardless of indoor or outdoor exhibitor space</i>	<input type="checkbox"/> \$50 for both days <input type="checkbox"/> \$25 for both days
Exhibitor Fee will be paid by Credit Card Please call Meghan Rahner at (315) 435-8511 x8518  Exhibitor Fee will be paid by mailing a check to the following address: Friends of the Rosamond Gifford Zoo Development Office 1 Conservation Pl Syracuse, NY 13204	<input type="checkbox"/> Credit Card   <input type="checkbox"/> Check

\*Exhibitor Fee must be paid in full before 4 p.m. on the Friday of/before your exhibition date.

**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).

**Please return completed application form to Heidi Strong, Director of Development at [hstrong@rosamondgiffordzoo.org](mailto:hstrong@rosamondgiffordzoo.org)**

