



## COMMUNITY EVENT/VENDOR BOOTH APPLICATION

Thank you for your interest in having Hand in Paw attend your event!

We do our best to accommodate requests, but because we receive many applications and rely on teams of volunteers to help us fulfill these requests, we are unable to accept every event invitation we receive.

### Please note the following application guidelines:

- Application request must be submitted a minimum of 4 weeks prior to the event.
- Event should fall in line with our mission statement and program directives. Please visit [www.handinpaw.org](http://www.handinpaw.org) for more information about our services.
- Number of therapy teams will be determined based on team availability and number of attendees expected at the event.

|  |                 |
|--|-----------------|
| Company/Organization Name:                                     |                 |
| Event Name:  |                 |
| Event Location/Address:  |                 |
| Contact Person:  |                 |
| Contact Title:   |                 |
| Contact Phone Number:  | Contact e-mail: |
| Type of facility/organization: (school, college, business etc) |                 |

|  |                              |
|--|------------------------------|
| Date of Event:   | Start and end time of event: |
| Description of visit/event: (will take place in one large room, outdoors, etc.)  |                              |
| Description of population you serve: (age, demographics, challenges)   |                              |
| Approximate number of event attendees:   |                              |
| Is there a vendor/booth fee? If yes, do you have a discounted nonprofit rate? Please include information about cost below. |                              |
| Additional notes/instructions:   |                              |

Please e-mail your application to Ashley Foster, Hand in Paw's Director of Events and Strategic Partnerships.

**Email Address:** [ashley@handinpaw.org](mailto:ashley@handinpaw.org)

**Phone Number:** 205-322-5144 x153