



2019 Non-Profit Exhibitor Application Form

Charities, shelters, rescues and non-profit exhibitors - As a not-for-profit organization, this will give your agency the opportunity to educate the public of the services you provide.

Notes:

1. Donation jars are allowed in booth, but a dollar amount may not be specified and attendees are not to be harassed into donating.
2. In order to reduce the risk of impulsivity, there will be no direct sales, exchange or adoption of animals at the show.

NON-PROFIT EXHIBITOR INFORMATION

Organization Name:	
Date of Application:	
Contact Name:	
Phone:	
E-mail Address:	
Booth category:	<input type="checkbox"/> *Rescue <input type="checkbox"/> Charity <input type="checkbox"/> Animal Shelter <input type="checkbox"/> Non-profit Other _____ *If you are a rescue you must be in good standing with Pawsitively Elgin and attach to this application (1) an adoption application or URL to an adoption application, (2) a letter from your rescue's vet stating they work with your rescue and one of the services they provide are spaying/neutering. Please note there are to be no 3rd party joint promotions in booths.
Do you have general liability insurance?	<input type="checkbox"/> No <input type="checkbox"/> Yes (copy of certificate of insurance attached)
Please describe the type of items or services that will be available at your booth	

SITE SPACE IS FREE for animal rescues, shelters and non-profits – **space is limited**. Pawsitively Elgin will assign you a booth location.



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TERMS AND CONDITIONS

1. All booths can be set up on Friday, July 26, 2019 from 3:00 P.M. to 7:00 P.M and Saturday morning from 7:00 A.M until 8:30 A.M. Organizers and Hosts of Pawsitively Elgin will be on site to answer any questions. Tear down will commence at 5:00 P.M. on Saturday July 27, 2019.
2. Site/booth fee includes provided space only. All Exhibitors are responsible for providing and setting up their own tables, chairs, canopies and all other booth supplies. Canopies must be staked or weighed down in case of windy or rainy conditions.
3. Exhibitors are responsible for keeping their site clean and any garbage collected at the space is the responsibility of the Exhibitor. Please provide a garbage can at your site if possible.
4. Exhibitors are responsible for having at least one (1) representative at their booth at all times during the Event hours. Event hours are 9:00 A.M. - 4:00 P.M. on Saturday July 27, 2019.
5. Parking is included in your site area for one (1) vehicle. Exhibitors with more than one vehicle will be provided with complimentary parking passes distributed prior to the event.
6. Exhibitors shall not be entitled to a refund of any fee should the Exhibitor for any reason be unable to exhibit at the Event or cancel any space previously contracted.
7. Only 2 animals will be permitted per booth/site. All animals must be in good health, and up-to-date on vaccines. All animals must be leashed, or contained within a secure, fenced area in the booth space. All animals must remain well hydrated throughout the day, and all waste must be disposed of appropriately.
8. Pawsitively Elgin shall NOT be held accountable or liable for any damage, loss, harm or injury to the person or any property of the Exhibitor or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident or any other cause.
9. Pawsitively Elgin reserves the right to exercise its sole discretion in the acceptance or refusal of applications.
10. Pawsitively Elgin reserves the right to postpone or cancel the exhibition at its discretion. All monies will be refunded to Sponsors and Exhibitors. The option to participate in future exhibitions is at the discretion of the Sponsor/Exhibitor.

I hereby affirm that I have read and do understand all instructions and guidelines in the Pawsitively Elgin Exhibitor Application and Information Package. I agree to comply with all Pawsitively Elgin rules/ guidelines and understand that my failure to do so will result in my removal from the festival activities with NO REFUND.

Any situation not specifically covered in these guidelines will be resolved at the discretion of the Pawsitively Elgin Event Coordinator.

Applicant Signature: _____ Date: _____