



2009 Exhibitor Registration Form

Saturday, October 17, 2009, 11 AM – 4 PM
Sean T. Connaughton Community Plaza
Prince William County Center Complex
Woodbridge, Virginia

NEW for 2009: Lower Exhibitor Rates! New Location! Improved Hours!

In an effort to encourage more vendor participation at our event, we have lowered exhibitor fees, changed locations and moved back the event hours. Exhibit space is limited to animal rescues or shelters (no breeders) and businesses that are pet-related. The event will take place rain or shine.

Please type or write legibly. On-line registration is available for credit card payments at www.pwspca.org.

Business Type: Rescue Group/Shelter Pet-Related (see "Eligibility" on next page)

Company/Organization Name: _____

Contact Person Name and Title: _____

E-mail: _____ **Website URL:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Phone: _____ **Fax:** _____

Special Booth Requirements: _____

Rescue Groups/Shelters Only: # of animals showing at event _____ # of volunteers staffing booth _____

Rescues/Shelters: \$25 (by 8/28) \$40 (after 8/28) **Pet Businesses:** \$75 (by 8/28) \$115 (after 8/28)

Registration includes one 10 x 10' outside booth. Tables, chairs, tablecloths and tents are **NOT** included in the registration fee and must be provided by the exhibitor. Payment is due in full with this form. No cancellations. Commitments are final. Event takes place rain or shine on October 17, 2009.

Hold Harmless Agreement: *By applying to exhibit at the Prince William SPCA Pet Adopt-A-Thon and Expo all Exhibitors and their on-site representatives, volunteers and/or staff agree to hold harmless the Prince William SPCA, Prince William County, Sean T. Connaughton Community Plaza, any co-sponsors of this event and their respective agents, members, volunteers, officers, board members, employees and representatives. The aforementioned groups and individuals are not responsible for any claim, loss, injury(ies), liability or damages which may be suffered by the Exhibitor while traveling to, during, or returning from the activity designated in this application. The Exhibitor grants the Prince William SPCA the right to photograph facilities, activities and Exhibitors for potential future use for publicity or promotional purposes. Exhibitors are responsible and will be held liable for the conduct and demeanor of their employees, agents, volunteers and animals. Exhibitors must read and adhere to all areas of the Terms and Conditions provided on attached sheet. Signature below acknowledges that authorized representative has read, understands and agrees with the above notice. By signing below, participants assume any and all responsibility for damage or injury caused by their animals. The Prince William SPCA reserves the right to limit the number of similar businesses.*

Signature of Authorized Representative: _____

Print Name: _____ **Date:** _____

Please make checks payable to Prince William SPCA and mail completed form with payment to:
Prince William SPCA, PO Box 6631, Woodbridge, VA 22195
More info at www.pwspca.org

This form must be received by September 12, 2009, for exhibitor to be included in the on-site program.

Exhibitor Terms and Conditions

The Prince William SPCA (hereinafter "Organizer") is the producer of the *Pet Adopt-A-Thon and Expo* (hereinafter "Event") to be held October 17, 2009 at the Sean T. Connaughton Community Plaza is located in the center of Prince William County at the County Complex. The organization or business (hereinafter "Exhibitor") applying for exhibit space agrees to enter into a contract in the manner stated below upon the acceptance of the Organizer. The completion and acceptance of the exhibitor registration form constitutes a contract for participation in the Event.

Rules and Regulations

It is understood that by participating in the Event, Exhibitor, its employees, volunteers and staff, will adhere to all terms and conditions provided. Exhibitors failing to follow these terms and conditions or refusing to correct any violation will be terminated from the Event and no refunds will be issued.

Eligibility

Exhibiting at the Event is open only to rescue groups and businesses that are pet related. No breeders are permitted. Pet-related is defined as providing a good or service directly to pets (waste removal, doggy bakery/daycare, clothing for pets, pet photography, etc.). **Businesses that solely sell people items with cats or dogs on them (jewelry, shirts, cards, etc.) are not eligible. Home businesses such as Pampered Chef and Mary Kay are not permitted.** Organizations or businesses not assigned booth space shall not be permitted to solicit business within the Event area. Organizer reserves the right to limit the number of similar businesses. Organizer reserves the right to refuse rental of exhibit space to any organization or business whose display of goods or services are not, in the opinion of the Organizer, likely to be compatible with the general character and objectives of the Event.

Payment

Exhibitor registration forms must be submitted with full payment. Booth space may be purchased in 10' x 10' outdoor increments. Double booths are available on a first-come, first-served basis. No booth may be shared by two different businesses or organizations.

Cancellations

No cancellations made by exhibitors. Commitment is final and no refunds will be granted. The Event takes place rain or shine.

Booth Assignments

Booth assignments will be made at the discretion of the Organizer. Organizer reserves the right to reassign the location of the booth at any time and to alter the location of Exhibitors if in the best interest of the Event. The booth space contracted is to be utilized solely by the organization or business whose name appears on the exhibitor registration form.

Booth Set-Up and Removal

Exhibitors must set-up booths between 9:00 am - 10:30 am on Saturday, October 17, 2009. Exhibitors must check in with PWSPCA volunteers upon arrival. **Any space not claimed by 10:15 am may be resold or reassigned without refund.** Set-up of all exhibits must be fully completed by 10:30 am. No late arrivals will be permitted. No Exhibitor shall be permitted to dismantle or repack any part of the display prior to the closing of the Event at 4:00 pm without approval from Organizer.

Booth Construction

Tents are permitted but must be contained within assigned booth space. Any tables, chairs, crates or displays must not exceed 4' tall and must be fully contained within the assigned booth space. Exhibitors may provide their own signage that must fit within the assigned booth space. No human food items may be sold at any booth. The sale of pet treats, other items and requests for donations are permitted. Exhibitors are encouraged to set up booths to allow visits to "enter" the booth rather than stand in the aisles.

Age Requirement

No one under the age of 12 will be permitted to handle animals. Proof of age will be required. Children under 16 must be accompanied by an adult at all times.

Applicable Laws

Exhibitor shall comply with all laws, ordinances and regulations pertaining to health, fire prevention and public safety. Organizer have no responsibility pertaining to Exhibitors' compliance with such laws.

Booth and Facility Cleanliness

Exhibitor must leave booth space and any public grounds in the exact condition in which it was found. Please bring cleaning supplies and waste bags for your pets. No un-bagged trash or animal excrement may be left in booths or at the facility. Exhibitors found not cleaning up after their pets during the Event will be asked to vacate the premises. No refunds will be issued. Any exhibit booth requiring cleaning after the Event will be cleaned and a bill for labor, supplies or other expenses will be sent to the Exhibitor. Exhibitors found in violation of this rule shall not be permitted to exhibit at any future PWSPCA events.

Animals

Organizer reserves the right to request that any animal be removed from the Event at any time. **DO NOT BRING ANY ANIMAL YOU KNOW TO BE AGGRESSIVE.** Animal handlers/volunteers must remain with the animals at all times. All animals participating in the event must be:

- At least 6 weeks old
- Pet and people friendly
- Spayed/Neutered (6 months or older)
- Up-to-date on all vaccinations (*proof of vaccinations is required*)
- Secured on a leash no longer than 6 feet long or in a crate
- Wearing ID tag
- Kept under control at all times

Liability

Organizer shall not be liable for loss or damages to the property of an Exhibitor, its representatives, employees, agents, volunteers or guests, arising from theft, fire, accident or other cause. Organizer shall not be liable for personal injury to the representatives, employees, agents, volunteers or guests of the Exhibitor which injuries may arise from, or be in any way connected with the use or occupation of the Event area.

Disruption of Event

In the case where the Event is interrupted or cancelled for any casualty or unforeseen occurrence that renders the fulfillment of this agreement impossible, illegal or inadvisable, then and thereupon both parties agree to terminate the contract. Organizer reserves the right to retain a portion of the amount paid for booth space to cover expenses incurred by the Organizer in connection with the Event. Exhibitor hereby waives any claim against the Organizer for damages or compensation for such termination should the contract be so terminated.

Other Regulations

Any and all matters not specifically covered by the preceding terms and conditions shall be subject solely to the decision of the Organizer. Organizer shall have full power to interrupt, amend and enforce these terms and conditions. Exhibitor, or its agents, employees or volunteers, who fail to observe these terms and conditions, or who, in the opinion of the Organizer, conduct themselves unethically, may immediately be dismissed from the Event area without refund or other appeal.

Questions about these terms and conditions or your participation in the event may be directed to exhibitorinfo@pwsPCA.org. For detailed information about the event, visit at www.pwsPCA.org.

Acceptance to this event is on a first-come, first-served basis. Notification of acceptance will be sent by September 18, 2009.