

# Pet Days

March 27 – 28, 2010

## GENERAL REQUIREMENTS AND INFORMATION

### Booth Information

- ♥ Pet Days is held outdoors in the general swap meet area (*booth space is on the asphalt so bring blankets, pet beds etc for your animals to be comfortable/ warm .....and you too*)
- ♥ Participants **must** arrive no later than 6:45 am for check in
- ♥ Booth space size is 15'w x 27'd, **one** car allowed per space, per rescue and must remain in space the entire day (until 4:00pm)
- ♥ All participants must provide their own canopy, table, chairs etc. Orange County Market Place (OCMP) provides ground space only
- ♥ It can be windy at times so don't forget weights/tie downs for your canopies and your table collateral.
- ♥ If you need power for your booth please let us know in advance, spaces are very limited and will be granted on a first come first serve basis

### Fees, Insurance & Liability

- ♥ 501(c) 3 organizations - participation is **FREE** with proof of tax exempt status. Proof of 501 (c) 3 **must** be sent in with application and required of all applicants to participate
- ♥ Non 501(c) 3 participants and commercial vendors fee is \$35 space fee per day plus a Merchant Ad Services/Directory fee of \$7 per day.
- ♥ INSURANCE: Once and If application is approved all participants must meet insurance requirements provided by the OCMP. A minimum \$1 million general liability insurance policy holding harmless the Orange County Market Place is required. **\*Liability insurance available to purchase if you do not meet the listed requirements, see attached form.**
- ♥ Applicants must agree that the OCMP shall not be liable for, and is hereby relieved from, all liability for any damage, expenses, causes of action, fines, suits, demands, judgments or claims of any nature whatsoever arising from or by reason of any damage to property or injury to any persons caused in whole or in part by participation in the Pet Days event. Applicants hereby accept and assume such liability and agree to protect, indemnify and hold the OCMP, its employees, and properties harmless from and against all of the aforesaid.
- ♥ Fees - Personal checks, business checks and credit cards **are not accepted**. Money order or cashiers checks only made payable to the OC Market Place (please write Pet Days in the memo section). Cash is also accepted.

### Marketing & Advertising

- ♥ We encourage all participating groups to assist in the promotion of Pet Days through their available outlets such as posting event on your website, newsletters, email lists, community events, your local Veterinarians office, pet stores in your area etc
- ♥ All participants must promote humane education, pet wellness, spay and neutering as part of their participation.

### Can you sell items at Pet Days?

- ♥ Yes, as long as you have a sellers permit listing the Orange County Market Place, 88 Fair Drive, Costa Mesa, CA 92626 at the place you are doing business. Copy **must** be sent in with all other paperwork. **Please DO NOT send mail to the Market Place at 88 Fair Drive.**

## Basics

- ♥ No aggressive, sick or contagious animals may be brought to event.
- ♥ All animals must be leashed, housed, caged appropriately.
- ♥ Participants must provide your own food and water for animals.
- ♥ Participants are responsible for pick up / disposal of all animal waste.
- ♥ All animals must wear collars and identification tags.
- ♥ Vaccination records for each animal participating must be up to date and on site.
- ♥ Adoptive animals must be clearly identified with a bandana, vest ("adopt me" vest), cage signage etc.
- ♥ Cats must be crated/caged and closed with zip ties or appropriate clips securing the cages. If a cat is shown for adoption, it must be leashed with appropriate cat harness. Any cats adopted at the event must leave in appropriate secure carrier.
- ♥ Demonstrations and guest speaking is encouraged. Stage and sound system will be available. Requests must be made in advance to Kathy Thorsell
- ♥ All applications are reviewed and approved; OCMP reserves the right to reject any application.
- ♥ Personal pets are not allowed on the premises of the O.C. Fair & Event Center or the OCMP.
- ♥ No birds permitted
- ♥ The OCMP asks that all adoptable pets remain inside the designated **Pet Days** area at all times.

**Application Deadline – March 20, 2010**

## **Pet Days Check List !**

Check off and FAX ALL below paperwork in at the same time. If you are required to pay a fee, please mail to the below address. Fax all other paperwork as indicated

- \_\_\_ **Application** (required)
- \_\_\_ **Proof of Insurance** (required)
- \_\_\_ **Proof of 501(c) 3**
- \_\_\_ **Sellers permit** (only send in if you plan to sell items at your booth)
- \_\_\_ **Rules & regulations** (signature required)
- \_\_\_ **Payment (if applicable)**

**Make Payable to:**

**OC Market Place "Pet Days" attention: Erik Lackey  
PO Box 11927 Costa Mesa, CA 92627**

**Cashiers checks or money orders only please**

(Personal checks, business checks and credit cards not accepted)

**Date \_\_\_\_\_ Signature \_\_\_\_\_**

(By signing this form you acknowledge the above mentioned rules & requirements for **Pet Days**)

**Fax all paperwork to Kathy Thorsell @ (949) 709-8520**

**Feel free to give me a call if you have any questions @ (714) 267-6777**

**[www.ocmarketplace.com](http://www.ocmarketplace.com)**