

A – Company/Organization Info

Company/Organization: _____ Nonprofit Tax # _____

Contact Name: _____ Website: _____

Phone # _____ Fax # _____ Email: _____

Street Address: _____

City: _____ State _____ Zip: _____

Description of Company/Organization: _____

***Can you help with the following? (please circle):

distribute flyers advertise to email list suggesting sponsors, exhibitors, volunteers

B - Booth Details

Name of Event Dog Adoption Fair Date May 21, 2011 Time Noon to 4:00pm

Location: Newport Harbor High School, 600 Irvine Ave., Newport Beach, CA 92663

Non-profit Organizations only:

Will you bring dogs? _____ Approximate number of dogs you're bringing _____ (max 5 dogs 40lb+; max 10 dogs 40lb- per booth—or a combination, such as 3 lrg & 2 sm dogs. You MUST have enough handlers to monitor every dog you bring)

Will you sell items? _____ If yes, what will you sell (no food items)? _____

What procedures do you follow to ensure that the dogs you adopt will find safe, permanent homes (i.e., home checks, applications, etc.)? Please attach a copy of your adoption application & procedures to this form. Please include all info that you provide to would-be guardians, including cost of adoption:

For Profit Companies only:

Will you sell food? _____ Any food preparation? _____ (please see backside for requirements on food)

Check any of the following that you need:

Table (1) _____ Table Cloth (1) _____ Chairs (include #, up to 3) _____

Number of student volunteers you would like assigned to you (we'll do our best) _____

Electrical hookups _____ (make sure to ask beforehand, as they may not be available), Equipment description:

C – Payment

Office Use - Date: _____ Paid \$ _____ Check# _____ Booth # _____

Cost per space (check the one that applies. ADD \$15 FOR APPS POSTMARKED AFTER APRIL 1ST):

_____ \$50 for 501(c)(3) non-profits (reimbursements available for grant winners. Ask for app)

_____ \$80 for private businesses

_____ Platinum donor (table is complimentary)

Signature: _____ Date: _____

Checks and money orders payable to **The CIA Club**

Mailing address: Attn: **The CIA Club, Newport Harbor High School, 600 Irvine Ave, Newport Beach, CA 92663**

Exhibitor Contract – Please read carefully and sign below

- The Compassion In Action Club is doing business as The CIA Club.
- Heretofore, "the event" refers to the event listed in section B of this document.
- The CIA Club reserves the right to determine the eligibility of any company or product/service for inclusion in the event and does not offer exclusives to any exhibitors.
- The event is a cruelty-free, earth-friendly, healthy event. Sale, exhibition, or promotion of any item containing animal products, and/or products or materials tested on animals are strictly prohibited. All items must be totally vegan and contain **no** animal ingredients such as meat, poultry, seafood, eggs, dairy, honey, beeswax, silk, leather, wool, or gelatin. Further, no Styrofoam packaging (e.g. cups, plates, etc.) is allowed.
- Exhibitor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety, business licenses, sales tax permits, and applicable liability insurance, including liability insurance for food booths.
- Exhibitors bringing dogs are to NOT bring dogs known to exhibit aggressive behavior. Pictures of those dogs may be brought instead.
- Exhibitors are **not** permitted to sell water at the event.
- The CIA Club encourages the use of organic foods and products as well as non-genetically engineered foods.
- Cancellation.** Any exhibitor canceling or withdrawing from event on or before May 3rd will be charged a \$30 administration fee and refunded the rest of booth payment. If cancellation is made after May 3rd, the entire payment will be forfeited. In the event of cancellation or no-show a half hour after the scheduled arrival time, The CIA Club has the right to reassign the reserved space without any refund to the exhibitor.
- The event will go on "rain or shine." The CIA Club will not be liable for refunds or any liabilities for the disruption of the event due to reasons of enclosure in which the event is to be produced, being before or during the event, destroyed by fire or other calamity, an Act of God, statutes, ordinances, or any other cause. Producer has the option to cancel the festival and will return booth fees to exhibitors. Producer has the right to alter the booth layout plan at any time.
- Alcoholic beverages are prohibited.
- The CIA Club reserves the right to expel an exhibitor without refund for violation of any of these guidelines.
- All exhibitors must arrive and check in at the event NO LATER THAN one hour before the start of the event (or earlier if your setup time is longer than 45 minutes). Exhibitors arriving later than one hour before the event may be charged a \$30 fine and may lose their assigned exhibitor space.
- Exhibitor/Vendor agrees to indemnify, save, and hold harmless The CIA Club, Newport Harbor High School, and Newport-Mesa Unified School District, including each of their officers, staff, and volunteers, from all liability, claims, causes of action, damages, theft, injuries, costs, expenses, and losses to any person or goods/property arising out of or connected in any way with the participation and renting of space at the event, including any damage caused by dogs brought by the exhibitor. Exhibitor agrees that this release is intended to be a full and final compromise and release of any claims, demands, actions, and causes of action, known or unknown. The CIA Club, Newport Harbor High School, Newport-Mesa Unified School District, and each of their officers, staff, and volunteers will not be responsible for any merchandise, cash, displays or personal items/property lost, damaged, or stolen during participation in the event. Exhibitor/Vendor is solely responsible for any and all injuries to persons or damages of property or any other injury, claim, damage, or loss of whatever nature, arising directly or indirectly from activities at the event.
- We reserve the right to deny sale of items that have not been listed on the application.
- We reserve the right to deny the display of certain materials and images at exhibitor tables.
- Exhibitors agree to permit photographs and video to be taken of them, their volunteers, and their booths at the event, to be used for the purposes of promoting and advertising the event and The CIA Club. All photographs/video footage will be the property of The CIA Club.
- This agreement states the entire contract between The CIA Club and the Exhibitor. No changes will be valid unless agreed to by both parties in writing.

I understand and agree to abide by all rules and conditions of this contract.

Signature: _____

Date: _____

Special Instructions

You may pay for booth space by check, cash, money order, or credit card (service charge for credit card). Payment must be received before the day of the event. Your booth space is not secured until you receive a written confirmation of your full payment. Make sure to call (949) 370-8484 if you do not receive an email confirmation within one week after you submit your paperwork and fee. *It is your responsibility to contact The CIA Club if you do not receive a confirmation.*

Exhibitor Parking

After dropping off items at the curb near the event, please park around back in the 15th or 16th Street parking lots. This is a little bit of a walk, but we'd like to free up as many spaces along the street for guests of the event stopping by throughout the day. It's also possible a nearby small lot will be open, but you need to ask the day you arrive.

Volunteers

The CIA Club will have several volunteers available to help you with loading and unloading, as well as with walking and watering the dogs throughout the event. Even though we will schedule many volunteers, please keep in mind that there is always the possibility that some will not show up. Therefore, you should also have your own adult volunteers on hand to help you.

Booths

Once your completed paperwork and check are received, you will receive a confirmation email with a layout of the event. You will pick your booth number at that time. If you do not receive a confirmation email within one week after you submit your paperwork and fee, it is your responsibility to notify us. Weather permitting, the event will be held outside, and dogs will be on grass; however, in the event of undesirable weather or if the grass area fills up, be prepared to be on cement. Please bring your own tents if you have them. (We have had tents in the past, but we are at the mercy of the custodians whether they will be available).

Food & Restrooms

The CIA Club will have a concession table and bake sale with vegan drinks and snacks available for sale. We'll also have complimentary light snacks and water behind the anchor at the volunteer break table. Bathrooms are nearby.