



## COMMUNITY SERVICES Irvine Animal Care Center

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### **PET ADOPTION EVENT Rules and Regulations**

*"Contractor" refers to any pet adoption event sponsor, vendor, rescue, shelter or exhibitor.*

#### **REGISTRATION AND LOADING**

- Submittal of pet adoption event Reservation Form does not guarantee Contractor participation. The City of Irvine retains the right to accept or reject applications based on appropriateness, availability, duplication of service and/or other relevant criteria. No refunds will be given for accepted applications.
- By submitting an application, Contractor grants permission to the City of Irvine and its designees, licensees or affiliates the unlimited right to produce, publish, post on website, exhibit and otherwise make use of photographs and videos of applicant performers, affiliates, volunteers and booth/exhibit contents for any publicity, promotional and other non-commercial purpose without compensation, attribution or further consent.
- Completed applications are considered in the order received.
- The pet adoption event will take place rain or shine.
- Only Vendor Contractors may sell merchandise. A California Seller's Permit is required and must be displayed. Information on obtaining a Seller's Permit is available at [boe.ca.gov/sutax/faqseller.htm](http://boe.ca.gov/sutax/faqseller.htm). A one-time Irvine Business License is provided.
- Only approved food vendors may sell or distribute food.
- Contractors must set-up, operate and clean the space and equipment provided, remove all items and discard all trash.
- Contractors must provide all materials needed to complete adoptions and/or sales. The use of the Center's phone, fax and/or photocopy machine will not be allowed at any time.
- Loading and unloading is allowed in designated areas only. Load in and load out times will be given prior to the event. Drivers *must* remain with their vehicles at *all times*.
- Booth spaces are 10'x10' each. Space is not guaranteed between booths. Walkways must remain clear. Contractor may not extend tables, chairs, crates, animals, or other items into the common area.
- Actual booth locations within zone will be chosen by Center staff and no requests for change will be made.
- All booths are located outdoors.
- All items will be located outside and will not be in a secure area. Contractor must clearly mark all items with organization name.
- If supplying own canopy, Contractor **MUST** provide 75 pounds of weight per canopy. This is an event requirement and also provides necessary safety for all participants. If renting a canopy from the Center, weights will be provided.
- If renting booth supplies from the Center, supplies will not be set up before noon the Saturday before the event.

- A limited number of volunteers are available to help unload items and animals and take them to your booth. Event volunteers can only handle animals in carriers or crates and not on leash. Carts may only be used by event volunteers.
- The Center is not responsible for lost or misplaced items during transport. Valuable items should remain with the Contractor.

## **ANIMAL WELFARE**

- ***Irvine Animal Care Center pet adoption events are intended for the adoption, not sale, of animals.***
- Contractor must provide adequate staffing/volunteers for animals. Only experienced animal handlers should handle animals. Animals are not to be left unattended at any time. Animals may not be left with Center event volunteers.
- All dogs, cats and rabbits *must* be spayed or neutered and be current on vaccinations per State jurisdiction and appropriate to age. Contractor must have medical records on hand for each animal and proof of records may be required at any time.
- All animals *must* wear identification associating them to your group.
- Unhealthy, aggressive or underage animals are not permitted and your group may be asked to leave.
- Veterinary care is not available. It is Contractor's responsibility to determine in the event animals need veterinary care.
- Dogs are not allowed to be held in crates all day. Contractor must provide leashes for their animals, x-pens for exercise and adequate personnel for this purpose. Animals must be able to fully stand and completely rotate within crate and leashes should be no longer than 6 feet in length.
- Contractor must provide adequate shade and water for all animals. Contractor must bring all water and water bowls.
- Contractor must provide adequate food and food bowls.
- Contractor is responsible for the removal of all pet waste.
- Animals allowed per 10' x 10' booth space are as follows:
  - Adult cats - 15 per booth space
  - Kittens - 20 per booth space
  - Adult dogs (small breed) - 15 per booth space
  - Adult dogs (large breed) - 10 per booth space
  - Puppies - 15 per booth space
  - Other (rabbits, guinea pigs, etc.) - 15 per booth space
- Contractor must provide adoption totals prior to departure.

## **WORKERS' COMPENSATION**

Workers' Compensation Insurance is required by the laws of the State of California for any company, business, or organization that has employees. If applicable to any contractor/participant/vendor/exhibitor, proof of Workers' Compensation Insurance will be required. The City and its officers, officials, employees, agents and representatives (collectively, "City Personnel")

shall not be responsible for any claims in law or equity occasioned by failure of the Contractor to comply with this section or with the provisions of law relating to Workers' Compensation.

### **IDEMNIFICATION**

The Contractor shall indemnify, defend and hold the City and City Personnel harmless from and against any and all actions, suits, claims, demands, judgments, attorney's fees, costs, damages to persons or property, losses, penalties, obligations, expenses or liabilities (herein "claims" or "liabilities") that may be asserted or claimed by any person or entity arising out of the willful or negligent acts, errors or omissions of Contractor, its employees, agents, representatives or subcontractors in the performance of any tasks or services for or on behalf of City, whether or not there is concurrent active or passive negligence on the part of City and/or City Personnel, but excluding such claims or liabilities arising from the sole active negligence or willful misconduct of City or City Personnel. In connection therewith:

The Contractor shall defend any action or actions filed in connection with any such claims or liabilities with legal counsel acceptable to the City, and shall pay all costs and expenses, including attorney's fees incurred in connection therewith.

The Contractor shall promptly pay any judgment rendered against City or any City Personnel for any such claims or liabilities.

In the event City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such damages or other claims arising out of or in connection with the negligent performance or a failure to perform the work or activities of the Contractor, the Contractor shall pay to City any and all costs and expenses incurred by City or City Personnel in such action or proceeding, together with reasonable attorney's fees and expert witness fees.



- A**
  - Event Entrance
  - Food Trucks
  - Concrete
  - Sunny
  - ATM
- B**
  - Restrooms
  - Grass
  - Some Shade
- C**
  - Grass
  - Very Shaded
- D**
  - Grass
  - Some Shade
  - Cat Rescues
  - Event Exit