



Lisa's Little Rescue presents charitable

PET EXPO

MARCH 20, 2027 11 AM - 4 PM

UW SPORTS FACTORY • 305 S. MADISON STREET • ROCKFORD, IL

2027 VENDOR AGREEMENT AND PROCEDURES

Welcome to the 3rd Annual Animal Rescue Expo! Please review this Vendor Rules and Regulations agreement carefully before submitting your application to ensure a safe, organized, and successful event for all attendees and animals.

Rescue Eligibility & Animal Guidelines

To maintain the core mission of this expo, strict enforcement of companion animal safety and welfare guidelines is mandatory:

- **Rescue Focus Only:** We exclusively permit the exhibition of animals currently housed within or pulled directly from active rescues and shelters.
- **Shelter Relationships:** Exhibiting groups must demonstrate an active pulling and rehoming relationship with a local humane society or public shelter. At application time, you are required to submit the names and contact information of **two (2) Illinois or Wisconsin shelters** from which your organization actively rescues animals. Information can be sent to lisabeardsworth43@gmail.com.
- **Health & Welfare Priority:** Our top priority is the safety and well-being of the animals. All displayed animals must be in excellent health, free of fleas and parasites, and must not be in heat. The expo committee reserves the right to order the immediate removal of any animal exhibiting signs of extreme aggression, fear, or anxiety.
- **Spay/Neuter Mandate:** All adoptable dogs and cats must be spayed or neutered prior to final adoption placement.
- **Age & Vaccination Requirements:** Puppies and kittens under 8 weeks of age are strictly prohibited from the venue (placement at 12 weeks of age or older is strongly encouraged). Exhibitors must be prepared to provide certified proof of age and complete vaccination history upon request.
- **Booth Capacity Limits:** To preserve animal comfort and health standards, exhibitors must limit the number of puppies or kittens present to a maximum of **six (6) per booth**. Please bring only the volume of animals that can safely and humanely fit within your designated layout.
- **Feline Quiet Area:** Because an expo is a highly stimulating environment, we can provide a designated quiet room for cats and kittens to lower stress. Please indicate on your application if you wish to utilize this controlled space.
- **Personal Pets:** Personal pets belonging to visitors are strictly prohibited inside the main Expo area. Attendees looking to introduce their existing household pets to adoptable animals must utilize the supervised **Meet & Greet Room**. Trained service animals are welcome.

Booth Fees, Packets & Layout Structures

Item / Specification	Details & Provisions
Booth Cost	\$95 per 10' x 10' space. Included with \$250 Sponsorship.
Included Amenities	One (1) 8' skirted table, two (2) folding chairs, 36" high side drapery rails, and one (1) complimentary booth identification sign featuring your organization's name and assigned number. Sponsors will have additional recognition on their signs.
Special Requests	If you do not require a table/chairs, or if your organization requires electrical access, please be sure to specify the electricity request on the application form.
Booth Allocation	Assigned on a first-come, first-served basis. Final maps will be published online at www.animalrescueexpo.com only after FULL payment has cleared. The committee reserves the right to adjust positioning based on operational needs.
Restrictions	No booth sharing or split spacing is allowed. Only one distinct organization is permitted per booth.

Critical Deadlines & Incentive Eligibility

- **February 1, 2027:** Final cutoff date for cancellations requesting a full refund. No refunds will be issued after this date under any circumstances, regardless of whether your booth space is successfully resold to a waitlisted party.
- **March 1, 2027:** Final cutoff date for any payments submitted via check. Beyond this date, alternative verified electronic payment methods must be utilized.
- **Donation Drawing Eligibility:** To participate in the two (2) \$500 drawings allocated for non-profit entities, you must provide your federal Employer Identification Number (EIN) on the application. The EIN provided must directly match your registered organization's legal name.

Vendor Move-In, Move-Out & Logistics

Strict adherence to scheduling parameters ensures a safe load-in process near live animals:

- **Move-In Schedules:** Friday, March 19th between 5:00 PM – 8:00 PM sharp, or Saturday, March 20th between 8:00 AM – 10:30 AM. Must park in designated vendor parking lot on Saturday to allow for guest parking in the main lot.
- **Readiness Cutoff:** The show floor opens to the public at 11:00 AM sharp. All booths must be completely set up, formatted, and fully staffed by 10:30 AM.
- **Attendance Mandate:** Staffing your booth for the full duration of the expo is mandatory. Early breakdown or pulling out prior to close will result in your organization permanently being unable to participate in future expos.
- **Footprint Boundaries:** Displays and setups must be constructed so they do not block line-of-sight or access to neighboring exhibits. **NO exercise pens (ex-pens) or crates are permitted in the public aisles or extended past your designated 10'x10' boundary.** Organizations utilizing ex-pens can best accommodate them by purchasing a double booth.
- **Credentials:** Vendors may use the main entrance doors for loading during designated setup windows. Wristbands will be distributed based on your total booth count to authorize entry for working staff on Saturday morning.

- **Food & Beverage:** The UW Sports Factory features an indoor full-service restaurant, bar, and concession area available for retail food and drink purchases throughout the event.

Parking Protocols & Shuttle Services

To maximize public parking capacity and ease venue congestion, vendors must cooperate with the following parking routing:

- **Temporary Unloading:** Vendors may briefly position vehicles near the main building entrance strictly to unload heavy equipment, display items, and animals.
- **Lot Transition:** Immediately upon completing unloading operations, all vendor vehicles must be moved out of the main loading zones and into the designated vendor parking lot. Please refer to your event layout map and follow all directional signage.
- **Complimentary Shuttle:** For your convenience, a free 6-passenger golf cart shuttle will operate continuously throughout the day to transport exhibitors safely to and from the designated vendor parking area.

Returning Feature: 50/50 Raffle Basket Station

Following incredible success at last year's event, the Raffle Basket Station returns as a core attraction and fundraising mechanism:

- **Incentive Program:** Exhibitors who assemble and donate a themed raffle basket valued at \$50 or more qualify to receive 50% of the total revenue generated specifically from **all** basket ticket sales
- **Winner Announcements:** Public drawings will occur at **3:30 PM**. One participating exhibitor will also be randomly selected for 50% of revenue of the total basket raffle.
- **Promotional Value:** Donating a basket serves as an excellent opportunity to highlight your brand, engage with attendees, and actively support community animal rescue initiatives.

Venue Regulations, Liability & Disclaimers

- **Property Rules:** Exhibitors are fully liable for any structural defacement or damage caused to the UW Sports Factory.
- **Sanitation Mandate:** Vendors are required to immediately and thoroughly clean up after any animal in their care inside or outside the venue facility.
- **Property Insurance:** Insurance for any exhibited goods or equipment must be secured at the sole expense of the vendor. Lisa's Little Rescue (LLR) assumes no responsibility or liability for theft, accidental property damage, fire, or loss.
- **Animal Liability & Insurance:** By bringing live animals onto the premises, exhibitors agree to carry independent liability insurance protecting themselves against claims arising from any animal-related incident. LLR assumes no liability for accidents or injuries connected to live animal displays.
- **Rights of Restriction:** The expo committee reserves the right to restrict, modify, or shut down any exhibit that becomes disruptive due to excessive noise, improper personal conduct, or objectionable printed matter.
- **Force Majeure:** Neither the Animal Rescue Expo nor the UW Sports Factory shall be held liable for the non-delivery of vendor space if the failure is caused by building destruction via fire, acts of God, public enemy strikes, legal authority mandates, or any scenario completely outside human control.
- **Privacy Policy:** The Animal Rescue Expo guarantees your operational data and contact details will remain secure and will never be shared or sold to third-party entities.

I have read and agree to the stated policies and procedures of the Animal Rescue Exposition.

Signed _____ Date _____