



Countdown2Zero.org

ADOPTION EVENT PARTNER GUIDELINES

GENERAL EVENT INFORMATION

Countdown 2 Zero (C2Z) adoption hours: 10:00 am – 4:00 pm Saturday, September 8, 2018.

NEW LOCATION - South Florida Fairgrounds (the event will be inside one of the air conditioned expo halls)

Event registration deadline: Tuesday, July 31st, 2018.

All partner groups will be requested to notify C2Z organizers of the number of animals they anticipate bringing to the event by Friday, August 24, 2018.

We strongly recommend that all adoptions are completed the same day.

Owned pets are not permitted inside the event.

ADOPTIONS

Each group may set their own adoption fees and adoption guidelines at the event. **All groups must comply with Palm Beach County Ordinance 98-22.**

All animals available for adoption must be from Palm Beach County (pulled from a Palm Beach County shelter, owner surrender from within Palm Beach County or found as stray in Palm Beach County). Intake records must be available upon request to event organizers and Palm Beach County Animal Care and Control officers the day of the event. If an animal is found to not have come from Palm Beach County, you may be asked to remove that animal from the event.

All animals available for adoption must appear healthy and be current on vaccines and spayed/neutered as appropriate for age and species.

Please note that in order to attract more people to this event, it will be advertised that we will be offering discounted adoption fees. We are requesting that all participating partner groups offer a discounted fee as well. The amount of the discount, if offered, is at each group's discretion.

We encourage groups to provide adoption incentives. If your group will be providing incentives, please provide C2Z organizers with the details of the incentive. This information must be provided no later than Friday, August 24, 2018.

All partner groups will be responsible for providing their own crates or containers for their animals. All animals must be in a secured area or leashed at all times.

Groups must ensure at least one representative from their organization is at their booth at all times. All volunteers must have something identifying which rescue they are with (t-shirt, name tag with rescue name, etc.). This will help to identify which animals belong to which partner group and determine whether animals entering and/or exiting the event are with the appropriate handler. All official C2Z event organizers and volunteers will also have proper identification.

Each group must have rabies forms completed in advance for all animals in attendance using the Animal Care and Control three-part NCR form.

Each partner group will be given a tracking sheet at Partner Relations Check-in. C2Z organizers will provide volunteers throughout the day to collect adoption numbers. Tracking sheets must be turned in prior to leaving the event.

Groups are responsible for the sanitary needs of their animals. There will be a dog walking area and specific trash receptacles for dog waste bags, which will be provided.

All groups must ensure their adopters go to the Take Me Home Zone Adoption Check-out area once the adoptions are complete. It is highly recommended that you escort them to the check-out table to ensure the adoption has been counted. This is crucial to hosting future adoption events and to ensure all adoption totals are accurate. Palm Beach County Animal Care & Control will be providing free rabies tags to Palm Beach County adopters, event sponsors will be giving away gift bags, and other incentives will be offered. In order for adopters to receive these benefits, they MUST go to check out PRIOR to leaving the Expo hall.

Groups may not sell items or do any fundraising activities. A small table top donation box may be set in your booth.

Due to the high costs associated with producing this event (likely in excess of \$50,000), C2Z organizers are suggesting that each group donate a percentage of each adoption completed by their group on event day - these donations will assist in covering event expenses. There is no set fee and each partner group may determine their own contribution amount.

SET UP/BREAK DOWN

To allow more space for each rescue organization, vehicles will not be permitted inside the venue except in specific cases as determined by event organizers.

We currently plan to have all partner group set up the afternoon of September 7th (confirmation and more details to follow).

Helium Balloons are not permitted inside the expo hall.

Final set up MUST be completed by 9:30 am the morning of the event.

Area break down must not begin before the close of the event at 4:00 pm, unless instructed and/or approved by C2Z organizers. All partner groups must participate the entire time of the event. If all animals are adopted, please notify C2Z event organizers. If a rescue group breaks down or departs prior to 4:00pm, they will risk not being invited to participate in 2019.

Each group will be provided one 8 ft. table and 2 chairs for their space. If additional equipment is needed, it will be the responsibility of the group.

Requests for electric must be received by Friday, August 24, 2018. Cost is TBD. Each group is responsible for the cost of electric if they request it. Groups are responsible for bringing their own extension cords and ensuring that cords/cables/wires are not a tripping hazard.

In compliance with state and local laws, the South Florida Fairgrounds is a non-smoking facility. Smoking is NOT permitted anywhere in the building. Smoking in outdoor areas is allowed.

Signs may not be taped, nailed, hung, or affixed to any surface at the Convention Center. The C2Z organizing committee and volunteers must approve all signs and banners. Each group will be provided a sign with group name, which will be placed in the front of each space. That sign is to be left in the group's designated space for C2Z organizers to collect at the conclusion of the event.

UNLOADING

Unloading instructions will be provided at a later date. All groups MUST check in at the Partner Relations area. Groups will receive instructions and space assignments at this time. Once spaces are assigned, no exchanges may be made without arrangements and/or notification from C2Z event organizers.

It is highly recommended that groups provide their own hand carts or dollies to transport animals and equipment to their assigned space. If you do not bring your own, there may not be one available for you.

PARKING

Parking instructions for rescue groups and volunteers will be sent at a later date. Parking for all rescues, volunteers, and attendees will once again be sponsored by the event. All areas will be clearly marked with signage.

VOLUNTEERS

General volunteers for the event will be provided by Peggy Adams Animal Rescue League and PBC Animal Care & Control. All groups will be required to have their own volunteers to assist with animals in their area during the event and for load-in and load-out.

All partner group volunteers will not be required to check in at volunteer registration area; this is for general C2Z volunteers only. They will be required to comply with the same code of conduct as group and general volunteers and should be notified in advance of the expectations. Should volunteers have issues or questions, they should bring them to their group leader, who in turn will notify an event organizer if further action is required.

PROMOTIONS

Promoting the event is extremely important; our combined success will depend on how well we spread the word about the event. The C2Z organizing committee will make every effort to promote the event through radio, TV and print outlets. We encourage partner groups to get the word out through their own websites, email and social media outlets.

This year, the C2Z organizing committee is offering a 10' long by 3' wide banner for rescues to hang at their facility and/or their events leading up to the C2Z event. If you would like one of these banners, please let Kaitlyn know no later than July 31st, 2018. These are NOT the banners that will be hanging in your booth. All groups will get those. These banners are solely for the purpose of promotion prior to the event.

Please note the Countdown 2 Zero (C2Z) name and logo must be used in accordance with C2Z graphic and branding guidelines. C2Z organizers will provide the approved promotion package to partner groups upon request.

It is very important that all potential sponsors and media contacts are approved by the C2Z organizing committee, as exclusive contracts have been secured. Please contact Lauren Ellis at Peggy Adams Animal Rescue League if you have questions regarding sponsors or media at L.Ellis@PeggyAdams.org.



Agreement & Code of Conduct

- I agree that if any issues/questions arise that require attention and/or action regarding inappropriate attendee behavior that one of our group's representatives will notify a C2Z designated event contact immediately. I understand that our group staff and volunteers will not spread this information throughout the event or to other groups. Once an event contact has been notified, a course of action will be determined from the C2Z event organizer's security personnel.
- I agree that our group must ensure their adopters check out in the Take Me Home Zone adoption check-out area and keep accurate tracking information.
- I agree that our group representatives will not speak negatively of the C2Z event or participants via digital or social media or in any other public forum.
- I agree to provide a copy of our current adoption policies to the C2Z organizing committee no later than Friday, August 10, 2018. This may be emailed to K.Seyler@PeggyAdams.org or faxed to 561-686-0940 attention: Kaitlyn Seyler.
- I agree to provide a Certificate of Insurance to Peggy Adams no later than July 31st, 2018. The COI must name the South Florida Fair and Palm Beach County Expositions, INC and Peggy Adams Animal Rescue League as an additional insured for Comprehensive General Liability insurance with limits not less than \$1,000,000. The term of coverage is to be from the dates of move-in to move-out: times available are 9/7/18 from 4-7pm and 9/8/18 from 7:30am – 8pm.
- I agree to abide by all guidelines outlined in the C2Z Adoption Event Partner Guidelines document.

Agreement and Registration

Please provide the following information:

Our group is requesting electricity: Y_____ N_____ 120 V single outlet: cost TBD

Each group will receive 2 event t-shirts. Sizes: _____

Our group anticipates bringing the following number of animals:

Dogs (over 5 months old) _____ Puppies (5 months or under) _____

Cats (over 5 months old) _____ Kittens (5 months or under) _____

Other: Type _____ Number _____

I HAVE READ, UNDERSTAND & AGREE TO UPHOLD ALL GUIDELINES CONTAINED IN THIS AGREEMENT. I AGREE TO PROVIDE ALL REQUIRED INFORMATION NO LATER THAN JULY 31st, 2018.

I AM AN AUTHORIZED REPRESENTATIVE OF THE GROUP NAMED BELOW.

PARTNER GROUP (Please print complete organization name for recognition purposes)

ADDRESS CITY/STATE/ZIP PHONE NUMBER

EMAIL ADDRESS REPRESENTATIVE NAME (PLEASE PRINT)

REPRESENTATIVE SIGNATURE DATE

*** Groups will be provided a copy of this signed agreement*

TOGETHER WE CAN SAVE LIVES!

