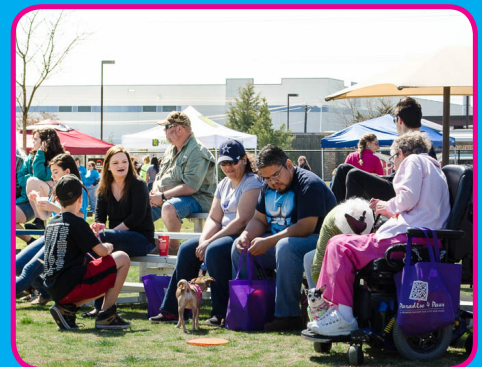


# Irving's Pet Pawlooza



## 2014 Photo Highlights



## 2015 Vendor Opportunity

Come celebrate the Irving Animal Care Campus 5th anniversary and showcase your business to more than 600 pet owners\*!

Saturday, March 28  
10 a.m. to 2 p.m.

Irving Animal Care Campus | 4140 Valley View Lane

Free admission. All ages welcome.  
All children must be accompanied by an adult.

- 🐾 \$5 Pet Adoptions
- 🐾 Live Entertainment
- 🐾 Pet Games
- 🐾 Demonstrations
- 🐾 Pet Photos
- 🐾 Pet Vaccinations/Microchips

\$30 for a 10 x 10 booth. Vendor provides table, chairs and tent.  
Electrical power is not available. Food vendors must obtain a  
Temporary Food Permit from the City of Irving.

Vendor forms and payment due by March 13  
to reserve a space for your business.

\*Based on estimated attendance at the 2014 event.

All proceeds benefit the animals of the  
Irving Animal Care Campus.

For more information,  
call (972) 721-7788  
or (972) 721-2256.





# 2015 NON-FOOD VENDOR APPLICATION \$30

Name of Vendor \_\_\_\_\_

Name of Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

<b>PURPOSE/USE</b>	▶ Information only	YES	NO
	Describe: _____		
	▶ Items ready for sale – Pre-packaged/pre-assembled items	YES	NO
	Describe: _____		
	▶ Retail – Items manufactured onsite	YES	NO
	Describe: _____		
	• Equipment in use:		
	• Hand tools, non-powered:	YES	NO
	• Hand tools, powered:	YES	NO
	• Other, non-powered:	YES	NO
	• Other, powered:	YES	NO
	• Describe, including how hazards to the public are addressed:		
	_____		
	▶ Demonstration only	YES	NO
	Describe: _____		
	• Equipment in use:	YES	NO
	• Describe, including how hazards to the public are addressed:		
	_____		

**Insurance**

Vendors that manufacture items onsite and/or demonstrating items are required to:

(a) Provide copy of Vendor's Certificate of Insurance & Additional Insured Endorsement

**OR**

(b) Vendor will be required to be listed on the city's special event policy at vendor's expense.

**Shelter Size**

- Tent with walls: Size\_\_\_\_\_
- Tent with canopy: Size\_\_\_\_\_

If tent with walls is greater than 400 square feet, or tent canopy is greater than 1600 square feet, Vendor is responsible for required permit. Building Single Trade Permit: \$50.00

Contact City Inspections Department permit services located at City Hall 2<sup>nd</sup> floor.

- Trailer Size\_\_\_\_\_ Opens Left\_\_\_ Opens Right\_\_\_ NA\_\_\_

- Describe how trip and fall hazards to the public are addressed:
- 

**Power Need**

Electrical power needed YES NO

Vendor supplied generator YES NO

- Describe, including how hazards to the public are addressed:
- 

Vendor using other power source YES NO

- Describe, including how hazards to the public are addressed:
- 

City supplied generator request YES NO

- AMPS & voltage needed \_\_\_\_\_ 110 \_\_\_\_\_220

- Vendor must be able to supply 100 foot cord

- Describe, including how hazards to the public are addressed:
-

# RECOMMENDED SAFETY GUIDELINES

## Facility/Equipment

- Structure is secured, and potential hazards to the public are addressed.
  - Tent poles, stakes, and aerial tie-downs
  - Electrical power cords are secured
- Equipment is secured, and potential hazards to the public are addressed.
  - Moving machinery, flying object, sharp instruments, etc. in use

## Instructions/Procedures

- Copy of vendor's required insurance received by city staff
- Permits obtained as required
- City has received event application
- City has received signed waiver
- All staff members helping to set up and serve have provided a participation release of liability

## Training

- Vendor ensures staff trained:
  - Requirement, guidelines, best practices related to vendor's industry
  - Emergency Action Plan in case of any major emergency injury or inclement weather
  - Appropriate dress

## Additional Information

- Additional tent permit information can be obtained by contacting the Inspections Department at
- Tel: 972-721-2371 or on-line by accessing the:
  - City of Irving web site – [www.cityofirving.org](http://www.cityofirving.org)
    - Departments
      - Inspections
        - Fees, Forms and Applications
          - Permit Fees (PDF document) – see item 17

**VENDOR FEE            \$30 (donation to Animal Assistance Fund)**

## OFFICE USE ONLY

### Check List

- **Copy of Insurance required** \_\_\_\_\_
- **Copy of Event Application** \_\_\_\_\_
- **Copy of Event Waiver** \_\_\_\_\_
- **Vendor Fee** \_\_\_\_\_

# EVENT WAIVER

## Pet Pawlooza 2015

### CITY OF IRVING GENERAL RELEASE OF LIABILITY

#### PLEASE READ CAREFULLY BEFORE SIGNING

I understand that the City of Irving, Texas, (hereinafter the "City") is a home rule municipality that sponsors a variety of activities. The activities, which I seek to participate in, involve the risk of injury or death. I agree that by participating in the Pet Pawlooza, a City-related activity, I am responsible for my own safety and agree that I knowingly and voluntarily assume the risks involved in such activity.

In consideration of the City permitting me to participate in the activities described herein, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns, as follows: 1) I agree to waive, release, hold harmless, and discharge from any and all liability the City, its elected or appointed officials, officers, agents, representatives, employees, and volunteers, from and against any and all claims and damages of every kind, for my injury or death and for damage to or loss of property arising out of or attributed to the activities described herein, including but not limited to claims and damages arising in whole or in part from the negligence of the City and its elected or appointed officials, officers, agents, representatives, employees, and volunteers. 2) I also agree to defend, indemnify, and hold harmless the City, its elected or appointed officials, officers, agents, representatives, employees, and volunteers, from any and all liability, claims, actions, suits, judgment, damages, and costs arising out of or attributed to my participation in the activities described herein, including any injury or death and damage to or loss of property resulting there from. This Release shall bind executors, my administrators, heirs, next of kin, successors, assigns, and me.

I understand and acknowledge that the City is acting in reliance upon agreements made by me in this Release in order to extend to me the benefits of participation in the activities described herein and that, were I not willing to abide by the terms of this Release, such opportunity to participate in the activities described herein would not be extended to me. I further understand and acknowledge that the City is acting in reliance upon representations made by me in this Release, and were I not willing to abide by the terms of this Release, the City's permission to participate in the activities described herein would not be extended to me.

I understand that this Release is not a contract of employment, that I am not an employee of the City, and that I will not be eligible for nor entitled to workers' compensation benefits or any other employee benefits from the City.

- Sweepstakes or raffles are not permitted.**
- Sound systems are not permitted, nor are overt solicitation of patrons.
- All personnel must remain within assigned space, and may not encroach in any way into the public rights of way.
- All participants must occupy the space provided by coordinators during entire event hours.
- All participants will abide by event rules.
- The event will occur as scheduled rain or shine.
- No Refunds will be issued
- All participants must turn in an application, signed general release of liability event waiver and pay the event fee to assure your space.**
- ALL APPLICATIONS ARE SUBJECT TO APPROVAL.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Print Name)

Please return the completed application and entry fee by **March 13, 2015**  
Mail to: Pet Pawlooza 2015 \* 4140 Valley View Lane \* Irving, TX 75038  
For more information, call Sarah Kammerer at (972) 721-7788 Fax: (972) 721-7789  
Email: [sarah@dfwhumane.com](mailto:sarah@dfwhumane.com)