

## **Dog Days of August 2011 Rules and Regulations Information**

*Please read the following rules and regulations thoroughly – for the safety and enjoyment of everyone involved with Dog Days of August, they WILL be ENFORCED!!!!*

- 1) Registered organization will be given one (1) “booth space” consisting of a six (6) foot table and two (2) chairs
  - a. Organizations are allowed to decorate their booths
    - i. No balloons or glitter
    - ii. No “collection hats/buckets”
    - iii. No littering
  - b. Organizations may provide take home materials to attendees
  - c. Organizations may do adoptions
  - d. Organizations may not sell fundraising materials
  
- 2) Registered organizations will be allowed to bring in a limited number of volunteers and dogs for free - *additional volunteers/dogs will need to be registered and ticketed*
  - a. The number of volunteers is limited to two (2)
  - b. The number of dogs is limited to one (1) dog per volunteer
    - i. Dogs **MUST NOT** pose a medical or physical threat to any other canine or human attendees
    - ii. Dogs must have either vaccination tags or vet certification
    - iii. One (1) dog per organization may participate in on-stage contests
  
- 3) Registered organizations agree to help promote Dog Days of August
  - a. Organizations will be mentioned on all promotional materials distributed by Memphis Botanic Garden
  - b. Organizations will be included in event brochure
  - c. Organizations agree to distribute and hang promotional posters
  - d. Organizations agree to include Dog Days of August on website and other forms of communication including emails/newsletters, Facebook, etc.
  
- 4) Registered organizations will have the opportunity to benefit monetarily from Dog Days of August through ticket sales
  - a. By signing this agreement (Registration Form) and giving estimate of tickets, organizations will receive a finite number of personalized tickets
  - b. For every \$10 sold, organization will receive \$2.50
    - i. Organizations **MUST** sell at non member price
  - c. Money and remaining tickets **MUST** be turned in no later than one (1) hour prior to the beginning of the event
    - i. Organizations will write one (1) check to Memphis Botanic Garden (please and thank you!)
    - ii. **ALL** money **AND** tickets **MUST** be accounted for or your booth will be revoked as well as all sold tickets
  
- 5) Registration must be completed and returned to Memphis Botanic Garden to later than **JULY 5, 2011** to guarantee inclusion in promotional materials
  - a. Space is limited and will be awarded on a “first come, first served” basis

## Dog Days of August 2011 Organization Registration Form

Name of Organization:  
 Type of Organization:  
 Contact Person for Organization:  
 Phone Number:  
 Address:  
 City, State, Zip:

Does your organization have a logo?              
*Please include logo file in return email*      Y      N

Please (briefly) tell us about your organization for our flyer:

Organization phone number:  
*Please respond "N/A" if there is none*

Names of volunteers working in booth:      1.  
*Limit two (2) volunteers per organization*      2.

Will you be bringing dogs with you?              
*Limit one (1) dog per volunteer*      Y      N

	Y	N		
Does your organization have an email list?	<input type="checkbox"/>	<input type="checkbox"/>		
Does your organization have a website?	<input type="checkbox"/>	<input type="checkbox"/>		

Website URL:				
Does your organization use Facebook?	<input type="checkbox"/>	<input type="checkbox"/>		
Does organization/members have space to hang posters?	<input type="checkbox"/>	<input type="checkbox"/>		

Please estimate the number of posters you can hang:				
Is your organization interested in selling tickets?	<input type="checkbox"/>	<input type="checkbox"/>		

Please estimate how many tickets you will need:	Contest Entry (\$20)
<i>You will be contacted individually when tickets are ready</i>	Adult Admission (\$10)
	Child Admission (\$7.50)
	Extra Dog Entry (\$5)

*By typing your signature below you are agreeing that both the organization and you personally will take responsibility for adhering to all rules and regulations as stated on first page. Memphis Botanic Garden maintains the right to change rules or revoke an organization's participation because of unforeseen circumstances.*

Signature	Date