



Event Criteria

Organizations hosting events at Independent Pet Partners stores must agree to the following criteria:

- The event will be pet related.
 - Exceptions may include local Girl Scout or Boy Scout groups selling cookies or popcorn. Non pet related vendor events must be approved by Independent Pet Partners.
- Hosting organization operates in MN, WI, KS, IL, or CO and is in good community standing.
- If providing health services, hosting organization is properly trained and certified to provide said services (excluding nail trims).
 - Health services, if approved, are provided for pets only, not people.
- If non-501(c)3 organizations charge a fee to event participants, organization must donate 15% to a non-profit animal-related charity.

Code of Conduct

Organization hosting the event agrees:

- No animals will be left unattended.
- All necessary supplies for the event will be brought. This includes waste bags, pet leads and collars, paper towels, pet safe cleaner, and any other necessary items.
 - No toys, treats, or other products sold by Independent Pet Partners will be borrowed for the event. If items are needed, hosting organization will purchase them prior to the event or from the cashier during the time of the event.
- Hosting organization will provide adequate volunteers to run the event and to handle any animals we bring. Independent Pet Partners team members will not be available to assist with event.
- Hosting organization will clean up after any animals and/or people who are part of the event. This includes but isn't limited to, dog accidents and any trash that is accumulated during the event.
- Any animals that are brought into Independent Pet Partners stores to be current on vaccinations.
- Hosting organization will be held responsible for any bites/scratches that occur with the animals associated with hosting organization. Independent Pet Partners will complete an incident report for each animal bite/scratch and follow up with hosting organization to ensure the customers are taken care of by hosting organization.
 - In the event of a scratch/bite, hosting organization will submit proof that the animal was up to date on vaccinations at the time of the incident in a timely manner.
 - First aid materials will be on hand to handle an animal bite/scratch.
- All children under the age of 18 will be accompanied by a guardian over the age of 18. If children are left unattended at the event, the manager on duty may ask the organization to make alternate arrangements for the children or remove them for safety reasons.
- Volunteers will not use cell phones on the sales floor.
 - Calls may be made or taken outside of the store but cannot result in leaving animals or children unattended.
 - Cell phone use must be kept to a minimum and must not disrupt the event.

- No food and/or beverages will be brought onto the sales floor at any time.
- All volunteers will reflect a professional image at all times (including behavior and attire). Personal conversations between volunteers are acceptable as long as they maintain a professional demeanor and the conversation volume isn't disruptive to other store functions and customers.
- Smoking, alcohol, or illegal substances will not be permitted on Independent Pet Partners' premises (inside and outside the store).
- Hosting organization will be solely responsible for any sales conducted in correlation to event (calendars, t-shirts, etc.).
- Independent Pet Partners will be notified immediately if hosting organization is unable to meet a scheduled event/time or will be late for an event.
- The event will be confirmed at least three days before the event via phone with the store manager.
- Onsite volunteer contact information will be given to the store staff, so they are able to contact event representatives in the event they are late or there are pre-event questions. The following information must be provided:
 - Event attendees names
 - Contact information, including a telephone (cell) number
- Leave, upon store management's request, if you cannot abide by the terms of this document or if you disrupt the regular function of our business or customers.
- If hosting organization is a for-profit organization charging event participants a fee for the event/service (such as massage or teeth cleaning), hosting organization agrees to donate 15% of revenue to a non-profit animal-related charity.

Violations of any component of this Code of Conduct may result in organization's ability to conduct future events in any Independent Pet Partners location. These decisions are made at the sole discretion of Independent Pet Partners. Independent Pet Partners will communicate all violations of this Code of Conduct to your organization's contact.

Deadlines for Event Request Submission*:

- Submissions are due on the 15th of the month prior to the event.
- Example: For events held February 1 -28, an event request must be received by January 15.

**These dates have been established in order to allow for time to properly promote and ensure a successful event. Submission requests will be considered after these deadlines; however, they will not be included in promotional and marketing materials. Accepting event submissions after marketing deadlines will be determined by each Independent Pet Partners store manager.*