



## **RULES & REGULATIONS:**

### **GENERAL**

- The Event Proposal Application must be submitted to ANIMALS ASIA at least six weeks prior to publicizing or holding your event.
- The name and logo of ANIMALS ASIA are registered trademarks. The event proposal must show potential for income and/or community awareness for ANIMALS ASIA to warrant the use of the name and/or logo.
- ANIMALS ASIA reserves the right to withdraw the use of its name at any time, and will not assume any costs that may be involved in doing so.
- If the event is cancelled, the event organizer agrees to contact ANIMALS ASIA at least 48 hours prior to the event.
- ANIMALS ASIA will not assume financial or legal responsibility and is not responsible for any personal or property damage.

### **PROMOTION**

- ANIMALS ASIA reserves the right to work with the event organizer on promotional efforts.
- ANIMALS ASIA cannot guarantee media advertising to promote your event.

## **TAX RECEIPTS**

Animals Asia is a registered 501(c)3 charity and will issue charitable tax receipts upon request if the following conditions apply:

- Animals Asia requires an accounting record detailing donations and expenses for your event. Animals Asia reserves the right to audit the financial records pertaining to your event.
- Income tax receipts will be issued to those who have not received a product or tangible item in exchange for their donation.
- Animals Asia must receive a clearly written list of the names and addresses of the donors, together with their donation amount.

Animals Asia can't issue tax receipts for donated services or paid services (eg, graphic design, advertising, construction, entertainment, tent set-up, etc), or for product sales.

### **ANIMALS ASIA CANNOT PROVIDE THE FOLLOWING:**

- Event funding or reimbursement
- Mailing/email lists
- Guaranteed ANIMALS ASIA staff/volunteers to participate in the planning or hosting of event
- Guaranteed sponsors
- Permits, licenses or insurance
- Prizes, auction items, awards