



Additional information is needed when we contract with a company who exhibits wildlife.

**The list provided is additional required documentation we require for an event of this type:**

1. In addition to a copy of a current and valid USDA Class C exhibitor license for any and all individuals that will be in direct physical control of the animal(s); as a reminder the license must be present at all times during the event/exhibit.
2. The animal(s) must be under the direct physical control of a minimum of two (2) qualified handlers at all times, one with one handler that MUST be a USDA Class C license holder. We need the number of handlers that will be present during the event to ensure compliance as previously stated.
3. We must have a list of all animal(s) that will be present and know if all animals will be presented at one time or staggered to ensure the proper number of qualified handlers present.
4. We must have the handler's written protocol for first aid and medical attention in event of an injury caused during the exhibit (the licensed exhibitor or handlers if approved, must maintain appropriate first aid equipment and supplies during the event).
5. We must have signed veterinary statement dated within 30 days prior to the event which provides age, weight, health, and species of animal(s) to be exhibited and current health status to include shot records. This would not apply to "insects or bugs" on display but would apply to snakes, lizards, "small furry type animals" all of which are noted in Addendum "A".
6. We must have written documentation as to how the animals are caged to include type of container and means of transport from vehicle to convention space.
7. Our standard insurance requirements are: commercial general liability with limits of \$ 3 million per occurrence; Commercial Auto liability for all owned, non-owned with combined single limits of at least \$1 million; statutory workers compensation and employer's liability policy with limits of at least \$ 1 million. We must be properly named as additional insured and COI shall evidence waiver of subrogation in favor of our company (ies).
8. Please note the certificate of insurance is required from any contracted party, vendor, and subcontractor, involved with the event.
9. Any and all contact with the animals by the guests or attendees of the event is strictly prohibited.
10. The animals will not be allowed to be housed in the guestrooms or anywhere on the property other than the time period stated.
11. We will also need a schedule of the animal load-in and load-out times for security.