



DEPARTMENT OF ANIMAL CARE AND CONTROL
CITY OF CHICAGO

TEMPORARY ANIMAL EXHIBITION PERMIT

- Submission of application Permit only applies to exhibitions 30 days or less
- Applicants should submit application at least 30 days prior to the exhibition to provide appropriate time for processing
- Applicants should notify CACC of changes to the original application as soon as the changes are decided; including dates, animals exhibited, location, set up, plans, etc.
- The City reserves the right to inspect the exhibition.
- A Temporary Animal Exhibition Permit is separate permit from other permits and/or licenses required by the City (ie: Building Permits, Public Way Permits, etc.)

Checklist for submission

- Application filled out; including exact number and species of animals that will be present
- Vaccine records are required for all animals in the exhibition
 - Vaccine records can be emailed 48 hours in advance if the animals going have not been determined at time of application
 - Shipping/transport documents, such as Health Certificates, may be required
- Proof of Insurance is required
- Permit Application fee is \$275
 - Payment options: Credit/debit card (in-person) or check mailed to:
Chicago Animal Care and Control
Attn: Temporary Animal Exhibition Permit
2741 Western Ave.
Chicago, IL 60608
- If applicable, a copy of valid exhibitor's license issued by the USDA must be included with the application

Questions? Email

angela.rayburn@cityofchicago.org



INDEMNIFICATION, RELEASE AND LIVE ANIMAL DISCLAIMER (the “Disclaimer”)

DESCRIPTION OF ANIMAL(S):

Please insert description of animal(s), age, breed, or other pertinent information)

EVENT NAME: _____

DATES ON WHICH ANIMAL(S) WILL BE AT THE EVENT: _____

BOOTH AND LOCATION INFORMATION: _____

In exchange for the right to bring live animals to the McCormick Place® convention center in connection with the Event, the undersigned, as the owner/handler/person (the “Handler”) responsible for the care, custody and containment (if applicable) of the above-mentioned animal(s), understands and agrees that it is using/exhibiting/ displaying the animal(s) at the Event “at its own risk” and agrees to indemnify, defend and hold the METROPOLITAN PIER AND EXPOSITION AUTHORITY (the “MPEA”), OVG 360, _____ **[INSERT NAME OF EVENT LICENSEE]** (the “Event Licensee”), and each of their respective board members, officers, agents and employees (the “Indemnified Parties”) harmless from and against any and all claims, liens, demands, actions, suits, liabilities, losses, judgments, damages, injuries (and whether such damages or injuries are to persons or property), costs or expenses (including reasonable attorneys’ fees or costs) (collectively the “Claims”) arising out of, or in connection with, any incidents, accidents or other occurrences involving the animal(s) or the use, participation, exhibition or display of such animal(s) at the Event.

The Indemnified Parties each hereby disclaim any and all liability or other obligations, including, but not limited to, any obligation to feed, train, manage, control or otherwise oversee or care for the animal(s) in any way, and the undersigned hereby releases the Indemnified Parties from any and all Claims relating to such incidents, accidents or other occurrences involving the animal(s) or the use, participation, exhibition or display thereof at the Event. The Handler’s duty to indemnify shall apply to an Indemnified Party except to the extent such Claims result from the sole negligence, gross negligence, or willful misconduct of that Indemnified Party, but said duty to indemnify shall continue as to other Indemnified Parties who are not found liable for gross negligence or willful misconduct. Except as may be otherwise provided by applicable law, the Indemnified Parties right of indemnification shall not be impaired or reduced or diminished by any

act, omission, misconduct, negligence, or default of any Indemnified Party or of any employee or agent for any Indemnified Party who may have contributed thereto. To the extent any law may prohibit any application of all or any party of the indemnity obligations in this Disclaimer, it is the intent of the parties that any such prohibited provisions are severable, and the indemnity obligations in this Disclaimer shall be construed to impose the indemnity obligation in all circumstances, applications, and situations to the fullest extent permitted by law. Handler waives as to the Indemnified Parties any immunities, defenses, or limitations it may have, including specifically and without limitation, any cap or limit on its maximum exposure for its liability to third parties arising out of injuries to an employee of the Handler.

IN WITNESS WHEREOF, the undersigned has executed this Indemnification, Release and Live Animal Disclaimer as of the date set forth below.

Company: _____

Name: _____

Title: _____

Signature _____

Date of Signature: _____



Temporary Animal Exhibition Permit Application

*Please note that this permit is for Animal Exhibitions 30 days or less and applications should be submitted no later than 30 days before the exhibition

Date(s) of Exhibit

Entity/Permittee Information

Type of Business Non-Profit Sole Proprietor Partnership LLC Corporation Trust Other _____

Legal Name of Business
The exact "legal name" as it appears in the official business formation documentation.

"Doing Business As" Name
The exact "Doing Business As" (DBA) name as it appears in the official business formation documentation.

∇ A State of Illinois File Number is **REQUIRED** for all (Illinois and Non-Illinois based) LPs, LLPs, LLCs, Corporations, and Non-Profit Corps.

State of Illinois File #

Assigned by the Illinois Secretary of State at 69 W. Washington St., Suite 1240, (312) 793-3380, or @ www.cyberdriveillinois.com/departments/business_services

∇ A Federal Employer Identification Number (EIN) is **REQUIRED** for all business entity types except for Sole Proprietorships.

Employer Identification #

Assigned by the Internal Revenue Service at 230 S. Dearborn St., (312) 292-4912 or (800) 829-4933, or @ www.irs.gov/businesses > Employer ID Numbers (EINs)

∇ An Account ID Number is **REQUIRED** for ALL business entity types that conduct business in the state of Illinois or with Illinois customers.

(formerly IBT #) IDOR Account ID #

Assigned by the Illinois Department of Revenue at 555 W. Monroe, Suite 1100, (800)732-8866, or @ <http://tax.illinois.gov> > Business Registration

Exhibition Activity and Location

Exhibition Activity
Include number of animals, species, and activities to be offered. If exhibit is part of a larger event, such as a conference, please include name.

Exhibition Site
Provide location details such as name and address where the exhibition and/or activities will occur.

Number of direct employees/volunteers that will be on site:

Primary Veterinarian
Name and Phone Number

Emergency Contact
Name, phone number, and email

Owner and Officer Information

- o Non-Profit Corporations are required to provide information about the organization's President and Secretary.
- o Sole Proprietors are required to provide information about the **Individual** who owns the business.
- o Partnerships & Limited Partnerships are required to provide information about all the **Partners** of the organization.
- o Limited Liability Companies are required to provide information about the organization's **Members**, and any other **shareholder(s)** with a major beneficial interest.
- o Corporations are required to provide information about the organization's **President, Secretary**, and any other **shareholder(s)** with a beneficial interest.

Title	Ownership %	
First and Last Name		
Current Residential Address		
Phone Number		
Email Address	Date of Birth	SSN

Title	Ownership %	
First and Last Name		
Current Residential Address		
Phone Number		
Email Address	Date of Birth	SSN

Title	Ownership %	
First and Last Name		
Current Residential Address		
Phone Number		
Email Address	Date of Birth	SSN

Title	Ownership %	
First and Last Name		
Current Residential Address		
Phone Number		
Email Address	Date of Birth	SSN

Do not forget to include a site plan, proof of insurance, and medical records for each animal.

Exhibition Site Plan

Please use the below space to show a general layout of the exhibit space being used:

NOTE: Further detail may be required for non-domestic animal exhibition requests.

A large, empty rectangular box with a thin black border, intended for the user to draw a general layout of the exhibit space. The box occupies most of the page below the instructions.