

Thank you for your interest in asking Garden.com to be part of your upcoming event. Due to the high volume of requests received, our organization has established the following guidelines and procedures to assist with donation requests relating to our potential involvement.

Guidelines:

Please review the guidelines below. Only requests from groups that meet or adhere to the following rules and regulations will be considered:

- **Only Non-profit 501c3 charitable organizations, churches and schools within the United States will be considered for donations, depending on the nature and scope of the event.**
- Fundraisers to benefit individuals or families are generally not honored.
- Organizations should submit only one request per calendar year so that as many groups as possible can be accommodated.
- Merchandise donated by Garden.com for charity events cannot be sold for profit.
- Use of the Garden.com name, logo and trademarks and or/ any advertising that implies support or sponsorship of an event by Garden.com, TABCOM LLC or any of our sister sites including but not limited to Dog.com, Horse.com, Fish.com, Ferret.com, Bird.com, Groomers.com, 1800PetSupplies.com, Garden.com and Camping.com must be approved in writing by TABCOM LLC.

**It is highly recommended that your event NOT be centered on the anticipation of a donation from Garden.com. Due to the overwhelming number of requests received weekly, many requests may not be fulfilled.

Procedures:

1. **All requests must be submitted in writing on the organization's letterhead and be accompanied by a COMPLETED Donation Request Form (below) at least twelve (12) weeks prior to event.**
2. Requests that have been approved will receive an email notification six (6) weeks prior to the event. Because of the number of requests our organization receives, the fulfillment process can be lengthy. Please be patient.
3. Submitting a request does not guarantee that your group or organization will receive a donation. If you do not receive a response six (6) weeks prior to your event please assume your request has not been approved.
4. Event/Sponsorship promotions are a key component of donation requests. If your organization has requirements for donations for in-kind promotions, please include those guidelines and model your donation request to meet those specific requirements when applicable.
5. Requests and donation forms must be mailed to the address on the PDF below. Requests that are not sent by mail to the specified address will not be considered.

It is the responsibility of the requesting organization to complete this form in its entirety and to submit supporting documentation as required and deemed necessary for donation consideration. All requests must be made within the timelines established in the procedures above. Failure to supply Garden.com with the proper information, completed documentation, or adequate review time may result in the dismissal of your request.

DONATION REQUEST FORM

- Please type or print completely. **Completion of this form does not guarantee a donation.**
- Due to the high volume of donation requests, only those received at least eight (8) weeks prior to the event date will be considered. We wish you the best of luck with your upcoming event.

Event Day & Date _____

Organization _____

Organization Type: Business Charity Church Civic School Other

Non-Profit I.D. #: _____

Summarize the focus of your organization (i.e. shelter, school, healthcare): _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ Email address _____

Contact Name _____ Contact telephone _____

Event Name _____ Event Sponsor/Purpose _____

Event Location/ Address _____

Event description (Please be specific, who benefits, the cause, etc.): _____

Does your Organization own a website? Yes _____ No _____

If Yes, Will a link to Garden.com be added if we sponsor your event? Yes _____ No _____

What is the value of the product you are hoping for?: _____

Item to be used for (silent auction, raffle, door prizes, etc.) _____

Donation Shipping Address (P.O. Boxes cannot be accepted): _____

General Audience Size _____ Exhibit/Participant Audience size _____

Will there be pre-event advertising?

Emails Newsletters Press Releases Social Media Radio/TV Other

(please explain) _____

How will Garden.com be featured in pre-event advertising?

How will Garden.com be featured at the event?

Please return completed form and written request on your organization's letterhead to:

Garden.com

attn: Donation Request

1 Maplewood Drive

Hazle Township, PA 18202

Be sure to include:

- This form
- An event introductory/description letter (on organization letterhead)
- A copy of your Non-Profit Certificate