



RMLA Sponsored Events Application and Contractual Agreement

The following information on the next pages must be filled out and returned to the Event Chair in order for your event to be considered for RMLA sponsorship.

Event Name: _____

Type of Event: _____ Event Date: _____

Estimated Number of Participants: _____ Location: _____

Organizer(s) Name: _____ / _____

Address(s) _____ / _____

Telephone: _____ Fax: _____ / _____ Fax: _____

Email(s) _____ / _____

1. Only RMLA members, as the event organizers, can apply for event approval.
2. Events are a marketing tool and should portray llamas/alpacas in a positive and professional way.
3. RMLA materials must be made available to participants and spectators.
4. The event should not conflict with other like/kind RMLA events previously scheduled, whenever possible. The organizer of the event is responsible for advertising the event.
5. Make arrangements for a DVM and EMT's to be on call during your event.
6. The event must be approved by the RMLA Board of Directors before it can be advertised as an RMLA event.
7. The RMLA Release of Liability must be on display in appropriate locations for spectators and participants to read, such as entry gates, registration table and stalling area.
8. Certificate for proof of liability insurance when required by the facility.
9. After your event is approved, RMLA has the following promotional opportunities available for your use:
 - a. Your event will be listed in the RMLA Calendar of Events published in the RMLA Journal.
 - b. Space available for you to write an article in the RMLA Journal.

- c. Your event will be posted on www.rmla.com
- d. Use of the RMLA e-mail news line.
- e. Listed with the RMLA Events which are submitted to regional publications.
- f. Mailing labels available from the RMLA Membership Committee.

BE SAFE AND HAVE FUN!

Please complete the following information for the RMLA Events Chair.

1. Do you need to provide proof of insurance for the facility manager where the event is being held? ___ Will you be using other insurance? ___ Please list the name, address and carrier of your insurance, if applicable.

If you need a certificate for proof of RMLA Insurance, list name and address of the desired certificate holder. Certificate Holder: _____

Address: _____ City: _____

State: ___ Zip: _____ Telephone: _____ Fax: _____

2. List other organizations sponsoring and participating in the event.

3. Is a permit required from an association or government agency, such as a city, BLM of Forest Service? ___ If yes, please include a copy of the permit.

4. How many copies of the following RMLA materials will you need? RMLA Service Directories _____ ;RMLA information brochures _____ ; RMLA Journals _____ ; RMLA Membership applications _____ ;RMLA Release of Liability signs _____ (3-5) ;RMLA banner _____ ;RMLA 2-way radios _____ (4 available)

5. The RMLA booth is a table top display available and recommended for those events that are open to the public and anticipate a large crowd. Please contact the RMLA Events Chair to make arrangements.

PLEASE READ AND SIGN THE FOLLOWING:

As the organizer(s) for Event _____

Date: _____

I will post the RMLA RELEASE OF LIABILITY sign and the required state liability warning signs in the appropriate locations. As the Event Organizer(s), I have read, understand and agree to the above statements.

Signature of Event Organizer(s)

Date Signed _____

Please return contractual form to:

Jerry Dunn, RMLA Events Chair
14550 W. 50th Avenue
Golden, CO. 80403-1707
Questions? beartrak@q.com

RMLA Events Packet revision effective 3.6.10