



Vendor Event Form

Thank you for your interest in supporting the California Rifle & Pistol Association!

This is a Vendor Event Form, please fill out this simple form so that our team can make sure we are ready and prepared for your group.

Fill Out both pages and Fax to (714)992-2996 or email to contact@crpa.org.

Event Date: _____ Event Time: _____

Name of the Event: _____

Organization Name: _____

Organization Type: _____

Contact Name(s): _____

Contact Number: _____

Contact Email: _____

Special Booth/ Table Needs:

Booth Rental Pricing

10X10 \$200.00 _____ 10X20 \$300.00 _____ 10X30 \$400.00 _____

Equipment Needs:

Power [] Water []

YOU NEED TO BRING YOUR OWN TABLES.

Additional Items Needed:

VENDOR REQUEST FORM INFORMATION

When is this form used?

The vendor request form is used for all events with California Rifle & Pistol Association. The vendor request form is also used for any event at any location that has CRPA sponsorship, any CRPA representative, catering, outside guests or speakers, substantial audio visual or event management needs, or special security considerations.

This form is available from the Events Department at California Rifle & Pistol Association. It may be e-mailed upon request.

Incomplete forms will not be processed.

POLICIES



- If you are a vendor coming to a CRPA event, CRPA requires a Certificate of Liability Insurance for your booth at least 10 days prior to the show or event.
- Applications for exhibit space must be accompanied by with COMPLETE payment of the total space rental fee **14 days prior** to the event. Applications received after this time will be reviewed on a case by case basis.
- All displays must be fully setup and ready by **9:00A.M.** Vendors are required to stay until **3:00PM**
- A charge will be imposed unless cancellations are communicated to the Events Department 24 hours in advance of your event. Your organization will be charged for any services that have already been performed for the event.
- Clean-up is the responsibility of the sponsoring organizations. A charge will be assessed if this responsibility is not met.

BY SIGNING BELOW:

- You indicate that you have read the above policies and agree to comply with the CRPA Policies.
- You indicate all requests should be considered TENTATIVE until confirmation is RECEIVED.
- You indicate that you will make all necessary arrangements with the Events Department, for the set-up of the event. These departments need your requests **AT LEAST TWO WEEKS BEFORE THE EVENT.**

SIGNATURE:

DATE:

TITLE:
