



RMLA Sponsored Events Application and Contractual Agreement

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

Event Name: _____ Event Date(s): _____

Brief description of the event: _____

Estimated Number of Participants: _____ Location: _____

RMLA Member Organizing Event: _____

Note: the RMLA member primarily in charge of this event must attend the event.

Address(s) _____ / _____

Telephone(s): _____ / _____

Email(s) _____ / _____

Alternate RMLA Member Name(s): _____

1. **Only RMLA members, as the event organizer, can apply for event approval.**
2. **Organizer must be present throughout the approved RMLA event and have an alternate RMLA member(s) that will be present in case of emergency. 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 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:**
 - Your event will be listed in the **RMLA Calendar of Events** published in the **RMLA Journal**.
 - Space available for you to write an article in the **RMLA Journal**. rmlaeditor@gmail.com
 - Your event will be posted on www.rmla.com
 - Use of the **RMLA e-mail news line**.
 - Listed with the **RMLA Events** which are submitted to regional publications.
 - Mailing labels available from the **RMLA Membership Committee**.

BE SAFE AND HAVE FUN!

Please complete the following information for the RMLA Events Chair.

Do you need to provide proof of insurance for the facility manager where the event is being held? __

Will you be using other insurance? ____

Date certificate is needed _____

1. 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 complete contact information of the desired certificate holder.

Certificate Holder: _____ Address: _____

City: _____ State: ____ Zip: _____ Telephone: _____

E-mail _____

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

3. How many copies of the following **RMLA** materials would you like?

RMLA information brochures _____; **RMLA Journals** _____; **RMLA Membership applications** _____; **RMLA Release of Liability signs (required)** _____ (3-5); **RMLA banner (required)** _____.

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 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, I have read, understand and agree to the above statements.

_____/_____
Signature of Event Organizer

Date Signed _____

Please return contractual form to:

Mary Wickman
RMLA Events Chair
P O Box 216
Woodland Park, CO 80866-0216 mwickman1@gmail.com
1-719-687-1423 home
1-719- 651-8871 cell

Three ways to submit form: snail mail; scan and e-mail signed form; e-mail completed form and then snail mail signed form.