

**WALLY BYAM CARAVAN CUB INTERNATIONAL, INC.
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME:	Vendors	COMMITTEE #:	275
RESPONSIBLE TO:	1st Vice President	AREA:	II
REVISION DATE:	September 2019		

RESPONSIBILITY:

Recruit vendors to sell or show their wares at the International Rally site. Arrange Vendor Seminars with classroom space as available. No vendors will be approved other than those who have a written contract signed by the WBAC Corporate Manager.

COORDINATE WITH:

Rally Committee, Rally Manager, Tables and Chairs, Property Logistics, Finance, Parking, Guest Badges, Program Editor, Mail Services and Rally Site/Venue Staff

SPACE ARRANGEMENT:

Provide space for vendors who are approved. Coordinate space for vendor seminars.

EQUIPMENT NEEDED:

Tables and chairs for vendor booths.

SUPPLIES NEEDED:

Vendor badges, Rally programs and Rally Parking Maps.

COMMITTEE REPORTS:

Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURES:

1. Staff committee with members to assist with recruiting vendors, getting signed contracts and following up on paperwork with vendors.
2. Revise vendor application and registration form with International President.
3. Determine if there is a vendor fee required by the rally venue and incorporate this into the fee/deposit.
4. Recruit vendors to show and sell their products at the rally vendor show.
5. Update the vendor (full time & pop up) application and registration form to incorporate language pertaining to the Certificate of Insurance furnished by the prospective vendor. The prospective vendor will be required to furnish the Certificate of Insurance at the same time the appropriate vendor registration/application form is submitted to the club. Said Certificate of Insurance shall include the Wally Byam Airstream Club and the name of the international rally site venue operator as additional named insured for the period of the rally. In the event that the vendor is not approved by the rally committee, the club headquarters or the vendor chair is responsible for returning the Certificate of Insurance to the applicant. The club will retain the vendor Certificate of Insurance for a period of time determined by the club's corporate manager.
6. Send application/registration forms to selected vendors; get signed applications returned with appropriate fees. No vendors will be approved other than those who have a written application signed by the WBAC Corporate Manager.
7. Send an email to the International President and Corporate Manager before reaching out to new vendors, or as unsolicited inquiries are received, for approval of vendor. The email should include vendor name and a brief description of their company and/or product to be promoted/sold. Any objections need to be replied to all within 3 days.

8. All applications for **past** vendors at International Rallies may be approved by the Vendor Chair or WBAC Corporate Manager.
9. Checks submitted for deposits would be deposited in the Rally Account immediately. The application should be signed by the Corporate Manager and returned to the vendor immediately.
10. All **new** vendor applications will be reviewed by the Rally Committee prior to confirmation of the contract. Checks submitted for deposits would be held until vendor/contract is approved. Once vendor/contract is approved, the check would be deposited into the Rally Account, contract signed and returned to vendor. If vendor is not approved, check will be returned to vendor.
11. Send a list of approved vendors along with products, website, logo, etc. to Grupio coordinator for updates to app. Continue to send updates as vendors are added or changed.
12. Determine space, tables and chairs needed for each of the vendors who are approved.
13. Work with the Rally Manager to layout required space for approved vendors.
14. Communicate with vendors on special needs for their vendor booth set up.
15. Work with venue to set up vendor booths as designed; provide appropriate power, tables, chairs and lighting.
16. Determine which vendors will present seminars and schedule these in the space provided. Provide schedule to Program Editor for inclusion in the printed program.
17. Coordinate deliveries for vendors with rally site staff and Mail Services Chair.
18. Coordinate with headquarters staff a procedure for providing vendors with an identifying placard for rally admission and rally on-site vendor RV parking. All vendors will be provided with a placard containing the word VENDOR to place in their vehicle when parking in the vendor area of the rally.
19. For Vendors who have paid the additional fee for on-site RV parking, provide an additional placard with the words VENDOR RV PARKING. These vendors will be advised to show this placard to members of the Rally Arrival Team. Notify the chair of the Rally Arrival Team committee of the names of these vendors via email 30 days before the start of the rally. It is desirable for these placards to be printed on a high visibility paper or card stock, preferably bright yellow. These placards may be mailed to the vendor no more than 30 days prior to the start of the International rally.
20. Work with Guest Badges to get appropriate badges for vendors.
21. Verify proof of insurance prior to letting the vendor set up his booth.
22. Work with Finance to get vendor fee refund checks for vendors who met their obligation for the rally.
23. It is conceded that changes to these duties may become necessary as conditions warrant. In this event, the Chair should contact the Rally Manager and International President for decisions.