



WHERE THE *Elite* COMPETE TO BE *Crowned* CHAMPIONS

2017/2018 Vendor Registration Packet

Dear Prospective Vendor,

You are invited to participate in the cheerleading event of the season at **Cheer Champs Elite Royal Competitions**. These events will be the ultimate weekends for vendors looking to reach the cheerleading market! We have worked long and hard to find the ideal venues for your products to reach the devoted members of the Cheerleading world including family, friends, coaches, administrators, spirit leaders from high schools, middle schools, recreational and All-Star programs throughout Southern California.

We appreciate your support in **Cheer Champs Elite Cheer Competitions**, to show our gratitude we try our best not to duplicate or put our vendors in close competition with one another. The company is selected based on initial contact, we work on a first come first serve basis.

Enclosed please find the vendor registration & agreement forms. It is imperative that you provide us with a complete listing of what you are selling/marketing and understand and sign our Vendor Agreement. After reviewing our attached information and you decide you would like to participate, please follow these steps in order:

1. **PLEASE READ THIS PACKET IN IT'S ENTIRITY AND FOLLOW THE GUIDELINES EXACTLY!!!**
2. Fill ALL forms out in its ENTIRETY, partially or incomplete forms will NOT be accepted!!
3. Email completed Pages 4 - 6 to contactus@cheerchampswest.com
4. Once reviewed you will receive an email either confirming or denying your registration.
5. If approved, you have *10 business days from date of approval email to mail in the following:
 - a) Completed pages 4 - 6
 - b) FULL PAYMENT
 - c) Insurance Certificate (see page 3, for EXACT details!)
 - d) Mail to:

**Cheer Champs Elite West Coast
1660 Smith Street
Pomona, CA 91766**

If denied,

- a) Due to date requested, your denial email will include a list of available dates for your attendance and you MUST email the date(s) you wish to attend within 24 Hours!
- b) Due to items listed, your denial email will include the item(s) that are causing your denial you MUST email us back within 24 Hours if you wish to remove/change these items!

* Your space will not be confirmed until ALL FORMS AND PAYMENT have been received within 10 days of CCE's Approval Email. If we do not receive **EVERYTHING FILLED OUT COMPLETELY & CORRECTLY**, within 10 days, your space will be released and offered to another vendor.

All Payments are non-refundable. However, if you are not able to commit to the registered competition or the competition is canceled we will apply your payment to another of CCE's competition during the 2016-2017 or 2017-2018 seasons. **NO EXCEPTIONS!!!

We look forward to working with you. For questions or more information, please contact CCE by phone at 909-697-4136 | 888-458-1336 or e-mail at contactus@cheerchampswest.com

Have a cheerful day!

Judy Barbosa
Managing Partner



Royal Cheerleading Events

REIGNING RUMBLE

Battle Date:

Sunday, November 12, 2017

Registration Deadline: Friday, October 20, 2017

Castle Location:

Yorba Linda High School
19900 Bastanchury Road
Yorba Linda, CA 92885

BATTLE AT THE CASTLE

Battle Date

Sunday, January 7, 2018

Registration Deadline: Friday, December 16, 2017

Castle Location

TBA - Southern California

ROYALTY CHAMPIONSHIP

Battle Date

Sunday, March 4, 2018

Registration Deadline: Friday, February 12, 2018

Castle Location

Yorba Linda High School
19900 Bastanchury Road
Yorba Linda, CA 92885



Vendor/Event Specifications

Vendor Hours:

TBD* - Typical Event Time is 8am - 7pm

*Times vary depending on the start time of the competition and will be sent out 1 week prior to event!

Audience:

More than 1000 Cheerleaders, Schools, Recreational, All Star programs, coaches, families, friends, gym managers and the public

Vendor Necessities:

(Each Vendor must provide own)

- Banquet Tables & Chairs
- Table Covering: Floor Length Linen ONLY
(Preferably Black or White)/ NO Plastic Table Coverings
- Appropriate Signage
- If Electrical outlets are needed please indicate on form (Must provide own extension cords)

Set-up:

TBD* - Typical set up time will be 6am

*Times vary depending on the start time of the competition

- Must be completely setup 30 min prior to start time of competition.
- Locations will be assigned by CCE, and will be based on vendor package selected and date of registration.
- Complete Event Details will be sent out 1 week prior to Event Date

Insurance:

All Venues require that each Vendor carries Liability Insurance *(some vendors are not required to carry insurance, based on the items they sell, your confirmation email will indicate whether you are required to provide us with this or not)* and we will need a *COI Certificate, naming

Cheer Champs Elite West Coast, LLC, 1660 Smith Street, Pomona, CA 91766; it's Owners; Operators; Employees; Event Name(s); Date(s) & Venue Name(s), as additional insured for each event day.

**Please note that your insurance carrier should be able to provide you with ONE COI that lists ALL of the events you will be attending.*

Payment Terms:

- **Full Payment is due 10 Business days after receiving your confirmation email.**
- **ALL Payments are NON-REFUNDABLE OR NON-TRANSFERRABLE.**
- **ALL VENDORS MUST BE COMPLETELY REGISTERED AND PAID IN FULL PRIOR TO EACH EVENT OR THEY WILL NOT BE ALLOWED TO ATTEND!**

NO Vendor Booth Sharing!!!

Mail Forms & Payment to:
Cheer Champs Elite West Coast
1660 Smith Street
Pomona, CA 91766
Tel: 909-697-4136 | 888-458-1336
contactus@cheerchampswest.com



WHERE THE *Elite* COMPETE TO BE *Crowned* CHAMPIONS

Vendor Registration Form

Please mail Completed Pages #4, 5 & 6, *Insurance Certificate and Full Payment to:

**See Page 3 for Insurance Requirements!!!*

Please fill out in its entirety & print clearly!!

Company Name

Office Phone

Email

Address

City

PRODUCT DESCRIPTION: MUST List **ALL** Products/Services being sold/offered at the competition(s):
Any item not listed and approved will NOT be allowed to be displayed and/or sold!

Electrical Requirements:

Additional Requirements:



Vendor Packages & Event Dates

Please fill out and send within 10 Business Days upon receipt of your confirmation email!!

Please put a X in the box of the Events you are attending:

X	STANDARD VENDOR	RATE (per Event)
	8' x 8' are 1. 8' x 8 Area (<i>Location varies per venue</i>)	\$200.00
X	PREMIER VENDOR	RATE (per Event)
	Standard Vendor Package, PLUS: 1. Premium Location (<i>near Entrance or Cafeteria!</i>)	\$300.00
X	*SEASON EXCLUSIVE VENDOR	RATE (per Event)
	1. *MUST Book All Events throughout Season! 2. Premium Plus Location (<i>Near Spector Arena Entrance or Inside Main Gym, whenever possible!</i>) 3. Exclusive vendor in your company's category!	\$350.00

Please put a X in the box of the Events you are attending:

NOVEMBER 12, 2017	
	Reigning Rumble Yorba Linda, CA
JANUARY 7, 2018	
	Battle at the Castle TBA
MARCH 4, 2018	
	Royalty Championship Yorba Linda, CA
MARCH, 2018	

When emailing forms, please fill # & \$, when mailing, fill in completely!

# of Events Attending	Vendor Package \$ Amount	Total Amount Enclosed	Check #

Personal/Company Check must be received 4+ Weeks, prior to each event date!!
Less than 4 Weeks, Cash, Bank/Certified Check or Money Order will be the ONLY form of payment accepted!

NO Payments will be accepted at Event!!



Vendor and Cheer Champs Elite Agreement

- It is understood by the Vendor that Cheer Champs Elite will always do our best to promote product exclusivity at our events, but due to the overlapping nature of some product types (i.e. handbags vs. tote bags, cheer accessories, etc.) we cannot guarantee exclusivity except in the case of our SEASON EXCLUSIVE Vendors.
- Season Long EXCLUSIVE Vendors, wherein you become sole provider of a given Primary Product (i.e. Cheer Bows; Apparel; Bags, etc.) at our events and will be advertised as Cheer Champs Elite Premiere Vendor!
- All Products must be listed on your Registration Form and must be pre-approved prior to the start of each event. If you DO NOT list any product(s) and display them at the event, you will be instructed to remove them from display and sale IMMEDIATELY! If you fail to remove items you be asked to leave the venue and you will forfeit your fees.
- Your product list will be reviewed and can be rejected based upon a given event's existing vendors (booths are given on a first come first serve basis), EXCLUSIVE Vendors and our view of your products relevance to our customer base.
- Cheer Champs Elite CANNOT guarantee the attendance at each event, nor any minimum sales amount.
- Completed Registration forms; Insurance Certificate and Full Payment are due 10 Business days after receiving CCE's confirmation email.
- Space is limited, so on-time registration is highly recommended.
- Cheer Champs Elite is all about a Royal Experience for All of our attendees and it is imperative that our Vendors promote that as well. We take an "All about you" approach and the "Customer is Always Right" so please keep that in mind, when greeting and doing business with all of our Cheer Kingdom Royalty and partnering vendors. Camaraderie, Professionalism and Good Business Ethics are an absolute must and nothing less will be tolerated. If for any reason this is not followed, you will be asked to leave and not allowed to return as a vendor to any other Cheer Champs Elite Competitions and forfeit any/all of your payments.
- No Refunds will be given under any circumstances. This includes but not limited to event cancellation, date change/postponement, weather, inability to attend, minimum sales received at competition, change of venue, number of attendees, etc. However, if you are not able to commit to the registered competition or the competition is canceled we will *apply your payment to another of CCE's competition during the 2017 - 2018 or 2018 - 2019 seasons.
- If a Vendor registers and does NOT attend, without giving 48-Hours advance notice, the vendor will be jeopardy of not being allowed to attend any future events and certainly FORFEIT Payment! If for some reason, payment was not made on this event, this Vendor will be responsible for Full Payment, if payment is not received within 5 Business days of event date, Vendor will NEVER be allowed to attend any future events!
- Insurance Certificate, as outlined on Page 3, will be submitted, if applicable.
- Full Payment is due 10 Business days after receiving your confirmation email.
- ALL Payments are NON-REFUNDABLE OR NON-TRANSFERRABLE

**ALL date changes and/or event cancellations MUST be submitted in writing, with your reason of cancellation and emailed to contactus@cheerchampswest.com You will be notified, via email, if there is availability on the date you requested or if you will need to select another date.*

I hereby agree and understand Cheer Champs Elite Vendor Agreement, Guidelines and my obligations upon signing this agreement and my signature confirms my acceptance of all of the terms and conditions as outlined on pages 1 - 6:

Agreed and Accepted by:

Vendor Signature

2017/2018 CCEWC Vendor Packet

Company Name

Page 6

Date

8/2/17