



8711 Burnet Road Suite D-41 Austin, TX 78757 . 800-554-4370 . FAX 512-257-3005 . [www.cachampionships.com](http://www.cachampionships.com)

Dear Vendor,

Thank you for your interest in becoming a vendor at Cheer America Championships and Freedom Dance Events in the 2016-2017 competition season. We are looking forward to some great events this year and we hope to have you on board! This season we are interested in finding a variety of vendors to showcase their items at several of our events.

Your first step in becoming a vendor is to complete the following information and return it to Cheer America by fax (512-257-3005), mail or email ([ruben.ortiz@cacheermail.com](mailto:ruben.ortiz@cacheermail.com)). Please read this entire packet as many of our policies have changed for the new season.

Please note that Cheer America has exclusive rights to certain products and we will NOT accept vendor applications for the following products...

- ★ **Any and ALL Apparel**
  - **Shirts (of any kind)**
  - **Bows (Exclusive Bow vendor is allowed, Please call for details)**
  - **Shoes**
  - **Sweatshirts**
  - **Shorts**
  - **Pants**
  - **Jackets**
  - **Sunglasses**
  - **Photo Buttons**
- ★ **Video / DVD of CA events**
- ★ **Action and Still Photography**

**If you have any questions about an event, please feel free to give us a call. We will be glad to assist you. Thanks again for inquiring about our vendor program and we look forward to working with you in the near future.**

**Sincerely,**

**Ruben Ortiz  
Cheer America Championships**

# Cheer America Vendor Requirements

1. Vendor space will be limited at ALL events, and space will be sold on a first come first serve basis. Vendors may bring up to two tables (tables may not exceed 8 feet in length). Due to spacing concerns, round tables are not permitted. Vendor Initials \_\_\_\_\_
2. All Payments must be received two weeks prior to the event. No payments will be received at the event. NO EXCEPTIONS WILL BE MADE. All credit card payments will be charged a 3% processing fee. Cheer America will accept certified checks, money orders or credit card payments for all vendor fees. All checks should be made out to Cheer America Championships. Vendor Initials \_\_\_\_\_
3. Vendor booths will be located according to the venue lay-out to be determined by Cheer America Championships and the venue management. Due to local fire codes and in the interest of crowd flow, vendor areas and the lay-out of vendor booths are non-negotiable. **Please be advised, vendors may NOT move without direct permission from Cheer America Management.** Cheer America has the right to move vendor booths for any reason at any time. Vendor Initials \_\_\_\_\_
4. Many food products will NOT be accepted based on concession contracts and health codes. It is the responsibility of the vendor to get these items pre-approved at least two weeks prior to the event. Vendor Initials \_\_\_\_\_
5. Electricity may be available at some events. Cheer America charges a flat fee of \$250 per event. The vendor will be responsible for all extension cords needed in the booth. Please remember that all extension cords must be secured to the floor according to local fire codes and vendor must ensure that the full booth set-up follows all local fire codes. Vendor Initials \_\_\_\_\_
6. Vendors must complete the Cheer America Product List Form (included in this packet). Cheer America will review the form and approve all items in the list. If items are not included on your list, then Cheer America reserves the right to have these items removed from the vendor booth at any time. Vendor Initials \_\_\_\_\_
7. While we try to keep duplicate products to a minimum at our events, Cheer America does NOT guarantee that another vendor at the same event will not have the same product(s) (e.g. two vendors offering the same item). Vendor Initials \_\_\_\_\_
8. Exclusive rights to products (ie. Blankets, stuffed animals, etc.) may be available by becoming a Cheer America Sponsor. If you are interested in sponsoring Cheer America, please inquire by calling us at 800-554-4370.
9. A \$100 deposit will be retained for vendors that cancel a Cheer America event. All cancellations MUST BE RECEIVED at least 72 hours before the competition. NO cancellations will be allowed for our National Championship Events (No refunds will be given for Nationals). Vendor Initials \_\_\_\_\_
10. On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, intending to be legally bound hereby, the undersigned and their employees or representatives whether paid or volunteer agree and do hereby release from liability and to indemnify and hold harmless Cheer America Championships, and any of its employees or agents representing or related to the organization. This release is for any and all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with any activity or accommodations for this event. The undersigned further agrees to abide by all the rules and regulations promulgated by Cheer America Championships and/or its affiliate groups and vendors. No refunds will be given for deposits paid.
11. Cheer America Championships has the right to remove any vendor and to cancel the written agreement at anytime. Vendor Initials \_\_\_\_\_
12. Gym or Program Logos are not allowed on any merchandise that is sold at a Cheer America Event. Vendor Initials \_\_\_\_\_
13. If an event is cancelled due to bad weather, terrorism an Act of God, credit will be given for another event. Vendor Initials \_\_\_\_\_

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Cheer America Vendor Code of Conduct**

1. If a vendor chooses to add items / services to its offering(s), other than the original(s) stated on their **"Vendor Product List"**, they **MUST** get **PRIOR** approval from Cheer America Championships.
  
2. If a vendor violates any one of the Cheer America **"EXCLUSIVITY"** items / services or offers items other than originally stated, the following will occur:
  - a. **1<sup>st</sup> offense** – you will be asked to remove the item / service from your display / offerings immediately.
  - b. **2<sup>nd</sup> offense** – your vendor registration will be revoked. **VENDOR WILL BE ASKED TO LEAVE THE EVENT. NO REFUNDS WILL BE GIVEN**

Vendors are expected to:

3.
  - a. Work in a professional manner with Cheer America, Cheer America clients, the facilities and other vendors.
  - b. Send in the signed Vendor Requirements, Vendor Code of Conduct, Vendor Product List and Payment Form.
  - c. Provide their workers for booth set-up/breakdown and staffing.
  - d. Make sure their booth location is orderly during the event. Vendors must leave booth cleaned when leaving the event.
  - e. Pay for any additional costs associated to the facility (i.e. additional tables, facility fees, etc.) Any additional costs incurred must be paid prior to leaving the event.
  
4. All Vendors must be ready 15 minute before the doors open for competition. Set-up will be at different times according to the venue and schedule. Please adhere to the appropriate set-up and tear down times. Please make sure that you are prepared and ready to open your booth at the designated start time.
  
5. Please bring portable lights for your vendor area at the National Competition at NRG Center. The lights in the vending area could be dimmed for production value

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I certify that I have read and comply with the above stated rules and restrictions. I understand that any violation can constitute my vendor registration being revoked and all payments will be forfeited, and could affect consideration for any future vending with Cheer America Championships.

Name of  
Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## Registration / Payment Form

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I wish to attend this event (please place an "X" below)	Event Date	Event Name	Electricity Needed?	Cost of Event (Please circle single or double booth)	Total Cost per Event with Electricity
	NOVEMBER 13, 2016	Division II Invitational Texas State University San Marcos, TX	YES OR NO \$250	\$750	
	NOVEMBER 20, 2016	Capitol Cup Nationals Cedar Park Center Cedar Park, TX	YES OR NO \$250	\$750	
	DECEMBER 3, 2016	Division I and II Platinum NRG Arena Houston, TX	YES OR NO \$250	\$1500	
	JANUARY 7, 2017	Louisiana State Championship Shreveport Convention Center Shreveport, LA	YES OR NO \$250	\$750	
	FEBRUARY 17-19, 2017	CHEER BOWL NATIONALS NRG (RELIANT) CENTER	REQUIRED	\$3500	
	MARCH 26, 2017	I-Nationals Galveston Convention Center Galveston, TX	YES OR NO \$250	\$1000	
	APRIL 1, 2017	Battle of the Metroplex College Park Center Arlington, TX	YES OR NO \$250	\$850	
<b>Total:</b>					

Circle One: Certified Check Money Order Credit Card Total Amount to be charged \$ \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ VCode: \_\_\_\_\_

Card Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

## **Cheer America Sponsorships for Vendor Exclusivity**

A limited number of sponsorships are available for 2016-2017 competition season. Please call us at 800-554-4370 for more information. Sponsorship fees are in addition to our regular vendor booth rates.



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