

Texas Cloggers' Rally – Vendor Vice Chair Responsibilities

Vendor Vice Chair is responsible for but not limited to:

- Review the Rally feedback form from the prior Vendor Vice Chair.
- Prior to the event
 - Obtain from the Rally Chair(s) the cost for the area where the vendors shall reside during the event. (need to review charges to vendors vs. this cost).
 - Collect vendors list from past rallies and contact information from vendors at other clogging events in Texas.
 - Send contracts to vendors and collect monies (collection at event is acceptable). (example contract attached)
 - Changes to the vendor contract, particularly in regard to financial considerations, should only be made with the approval from the TCC and/or the Rally Advisor.
 - Making name badges for vendors (optional)
 - Coordinate with the Registration Vice Chair to obtain wristbands, tickets, etc... so the vendors may attend the Saturday night event.
 - Coordinate with Onsite Facility Vice Chair
 - for assistance on vendor set-up times and site.
 - number of tables and chairs required.
- At the event
 - Communicate with Vendors through-out the event.
 - Ensure and obtain a table for the EMT/ Security team
 - Ensure and obtain a table for CLOG, Inc if they should attend the event. (there is no charge for their table as they comp the TCC table at their event) (only if required)
 - Ensure and obtain a table for the TCC Education Director for the TCC Education Display
 - Ensure and obtain a table for the TCC Historians for Historical Display.
- Be prepared to assist the Rally Chair(s) with other items as necessary.
- Fill out and submit your Rally feedback form to your Rally Chair(s).

Note: The TCC is a 501c3 non-profit organization and is sales tax exempt. A form is available that can be provided to your vendors. (NOTE: This sales tax exemption applies only to purchases made by TCC.)

Also available is a Reimbursement Form that may be completed and given to the TCC Treasurer to receive reimbursement for any out-of-pocket expenses that may be incurred.