

EVENT SERVICES

Charm City Run Events (CCRE) offers a full selection of race management services that can be tailored to meet your specific needs. The CCRE team has experience in participating, consulting and managing endurance events; including road and trail races, duathlons, triathlons, cycling events, and long-distance swims. From the early stages of planning up to race day, let us take the stress and frustration out of hosting a successful event.

SERVICES

A. Course & Race Management

- a. CCRE can design and measure a new course in a variety of distances from 5k up to marathon at a location of your choice **OR** CCRE can identify an existing location/course suitable to your needs
- b. CCRE can certify road race courses through USA Track & Field (*additional fees apply*)
- c. CCRE can mark the course with mile markers, directional signage, and cones as needed, and can arrange for the rental and placement of additional traffic control measures when required
- d. CCRE can create an online course map showing participants the race route
- e. CCRE can manage the addition of an organized walk (usually 1M to 5K) to coincide with the race
- f. CCRE can acquire, or consult on the acquisition of permits needed for the event
- g. CCRE can construct a finish line zone with an inflatable structure, chute & timing clock
 - i. Inflatable structure can be customized with banners for your race
 - ii. Structures are available in several sizes depending on the race size and location
- h. CCRE can provide a sound system with microphone for pre-race announcements, music, and post-race awards

B. Event Insurance

Acquiring insurance coverage for your event is a critical part of the planning process. **CCRE requires that all organizations provide proof of existing coverage specific to the event, or acquire event insurance.**

- a. CCRE can provide insurance coverage for the host organization, race director, and other necessary entities through USA Track & Field
 - i. Final cost depends on # of participants
 - ii. \$1M per occurrence/\$3M per event policy
- b. Information on program details, limitations, and coverages is available in additional literature

C. Timing and Scoring Services

- a. Utilizing standard/hand timing (running events under 300 registrants)
 - i. CCRE will provide a race bib number with pull tag for each registered participant (custom bib numbers with race name, logo, date, etc. can be ordered – additional fees apply)
 - ii. Results will be obtained through computerized timing with pull-tag collection at the finish
 - iii. Overall and age group results will be provided for the awards ceremony, and will be posted online at results.charmcityrun.com at the conclusion of the event

Charm City Run Events

www.CharmCityRun.com

- iv. CCRE will provide all computers, printers and related equipment needed to produce the results
- b. Utilizing chip timing
 - i. CCRE will provide a race bib number for each registered participant (custom bib numbers with race name, logo, date, etc. can be ordered – additional fees apply)
 - ii. A variety of chip technologies are available:
 1. Reusable chips that attach to the shoe
 2. Reusable chips attached to neoprene ankle straps (multisport races only)
 3. Disposable chips that attach to the shoe
 4. Chips that attach to the back of the bib number
 - iii. CCRE will manage the distribution of timing chips depending on the technology used
 1. Most chips may be handed out at packet pickups prior to race day
 2. Reusable chips on ankle straps will only be handed out on race day
 - iv. CCRE will set up the following timing points on the course:
 1. Start
 2. Finish
 3. Additional timing points are available (mile splits, triathlon/duathlon transitions, announcer mats, distance check mats, etc.)
 - v. CCRE will time the event and capture chip and gun times for all participants
 - vi. If reusable timing chips are used, CCRE will manage the collection of participant chips at the finish line
 - vii. Overall and age group results will be provided for the awards ceremony, and will be posted online at results.charmcityrun.com at the conclusion of the event
 - viii. CCRE will provide all computers, printers and related equipment needed to produce the results

D. Event Registration and Promotion

- a. CCRE can create an online registration page for the race with electronic waiver through one of many third-party providers (Active, RunSignUp, Eventbrite, etc.), and can specify any organization to be the recipient of funds
 - i. Checks are typically released by the registration provider twice a month, and sent directly to the host organization
 - ii. CCRE can monitor the dispersal of funds online and provide reports as needed
- b. CCRE can create a mail-in registration form with waiver to be placed on the race website and distributed by the host organization
- c. CCRE can coordinate 1 mutually agreed upon packet pickup in a Charm City Run retail location for the race, in addition to race-day packet pickup, and will provide at least 1 staff member to assist with packet pickups. Current retail locations include:
 - i. Annapolis
 - ii. Baltimore (Locust Point)
 - iii. Baltimore (Fells Point – Fall 2017)
 - iv. Bel Air
 - v. Columbia
 - vi. Frederick

Charm City Run Events

www.CharmCityRun.com

- vii. Timonium
- d. CCRE will provide race information and results on their website, www.charmcityrun.com, as well as other web sites as directed
- e. CCRE will promote the race through monthly e-mail blasts (over 100,000 contacts to-date)

Host Organization Responsibilities

The responsibilities of the host organization can include, but may not be limited to, the following:

- A. The host organization will assist CCRE in the coordination and filing of permits and permissions necessary for the event
- B. If logos are created for the event, the host organization will provide CCRE with full color, high-resolution logo files to be used for promotion purposes on the CCRE and registration websites
- C. The host organization will be responsible for all race marketing and promotion desired including site signage, online advertising, banners, etc.
 - a. While CCRE promotes each race, the host organization must play an active role in promoting the event
 - b. Additional marketing ideas and opportunities are available upon request
- D. Host organization will be responsible for the design, ordering, and cost of any t-shirts or other race premiums given to participants
 - a. CCRE can assist in this process by advising the host organization on quantity and type of premium
 - b. CCRE has several preferred award vendors that offer discount pricing
- E. Host organization will be responsible for the design, ordering, and cost of awards given to participants
 - a. CCRE can assist in this process by advising the host organization on quantity and type of awards
 - b. CCRE has several preferred award vendors that offer discount pricing

FEES

Fees for events vary based on the selection of services, location, time of year, and other factors. A full explanation of race fees will be provided upon request after a consultation, and we are happy to guide you through the process of picking the options that work best for your event.

SCHEDULE OF PAYMENTS

The following amounts would be due as scheduled:

- A non-refundable deposit credited toward the total balance is due with the signing of a contract. The deposit is typically equivalent to 25% of the total contract amount, with a minimum of \$500.00.
- The remaining balance is due within thirty (30) days after the event. Any additional fees based on the total number of entrants, extra services provided, or equipment rentals will be invoiced no later than ten (10) business days following the race.

Please do not hesitate to reach out to us with any questions you may have.

WE LOOK FORWARD TO WORKING WITH YOU!