



Club Planning Checklist



Welcome to the Carlisle Events family, we're glad you've chosen to hold your club gathering with us!

CHECKLIST	DOES NOT APPLY	FOLLOW UP	COMPLETED
BECOME A CARLISLE EVENTS OFFICIALLY RECOGNIZED CLUB <i>To check the club's status you may:</i> 1) Contact the event manager (call or email) 2) Check the drop-down menu for your club's name on the showfield registration page at store.carlisleevents.com			
REGISTER FOR THE SHOWFIELD A showfield registration generates a club's name on our website (on the Clubs tab on the page for the event you are attending). <i>Showfield Registration Options:</i> 1) Online at store.carlisleevents.com 2) Call 717-243-7855 3) Use the enclosed form			
PROMOTE THE CLUB'S ATTENDANCE ON SOCIAL MEDIA AND ENCOURAGE MEMBERS TO REGISTER FOR THE SHOWFIELD See Graphics Package			
PLAN YOUR CLUB ACTIVITIES/PURPOSE OF CLUB TENT See Club Tent Information			
ORDER A CLUB TENT See Club Tent Order Form			
RENT TABLES AND CHAIRS See Club Tent Order Form			
SHARE THE LOCATION OF THE CLUB TENT <ul style="list-style-type: none"> Approx. two weeks prior to an event, the map is posted on our website and it will include a list of club tent locations. Share the location on social media to increase traffic to your tent or share with members to make it easy for them to find. 			



Graphics Package

Use our graphics package on social media to share your status of being a Carlisle Events Officially Recognized Club and encourage club members to register for the event. Carlisle Events will email these graphics to you upon request.



This is the Carlisle Events Officially Recognized Club badge. You can use this to promote your attendance at the event on any social media or correspondence.



Post this on Facebook the same way you post a photo.



Make your own photo the background, then post on Facebook.



Post this on Facebook the same way you post a photo.



Club Tent Info & Rules

Import & Performance, Ford, GM, Chrysler, and Truck Nationals

Updated January 2024. This document supercedes all previous versions.

USE OF CLUB TENT

- May be used as "club headquarters," to sell club merchandise, host meetings, hold a picnic, and as a place for members to gather. Non-club merchandise is not permitted to be sold in the Showfield, including car parts, etc. Failure to adhere to this rule may lead to immediate dismissal without refund and loss of club tent privileges indefinitely.
- For safety and insurance, **club tents are not to be used as a place to park or display vehicles.** Clubs are responsible for damage to the club tents (including items in and on their club tent), tables, chairs, and any Carlisle Events property in their club tent area.
- **All club tent rentals must be obtained from the Event Manager of your specific event.** Tents may not be rented or obtained from any other source.

Import: Ed Buczeskie 717-243-7855 x131 EdB@CarlisleEvents.com

Ford: Ken Appell 717-243-7855 x116 KenA@CarlisleEvents.com

GM: Ken Appell 717-243-7855 x116 KenA@CarlisleEvents.com

Chrysler: Ed Buczeskie 717-243-7855 x131 EdB@CarlisleEvents.com

Truck: Sabrina Smith 717-243-7855 x124 Sabrinas@CarlisleEvents.com

- **Clubs may not engage in any solicitation of membership, votes, business, or sales outside of their club tent** without the signed written consent of Carlisle Events. Clubs wishing to have their literature in our Goody Bags promoting their club, upcoming shows, etc. may contact the Event Manager in charge of the event to seek options for doing this.

COST OF CLUB TENT

- Club tent qualifications are based on the following:
 - 1) The total number of vehicles registered for the prior year's event – if your club had 25 or more vehicles registered last year, your club is eligible for a FREE tent this year
 - 2) The total number of vehicles registered by the Gate-N-Go deadline of the current year's event – if your club's total number of vehicles registered by the Gate-N-Go deadline is at least 25, your club is eligible for a FREE tent. Also, if your club's total number of vehicles registered by the Gate-N-Go deadline is meets the number for a larger tent size, your club will receive the larger size FREE.
- Rental fee applies for a 20 ft. x 20 ft. club tent when your club's number of vehicle registrations is under 25.

SIZE OF CLUB TENT

Club tent sizes are offered and determined by the total number of registered vehicles in the prior year or has pre-registered in the current year by the Gate-N-Go deadline. FREE tents may be offered at the following club vehicle registration levels:

25 - 49 vehicles = 20 ft. x 20 ft. / 50 - 74 vehicles = 20 ft. x 30 ft.

75 - 99 vehicles = 20 ft. x 40 ft. / 100+ vehicles = 30 ft. x 40 ft.

LOCATION OF CLUB TENT

- We try to accommodate requests for club tent locations; however, we cannot guarantee placement, size upgrades, etc. Please add your request on the Notes/Request field on the Club Tent Form.
- We will send an event map showing the location of all club tents to the club organizer listed on the Club Tent Order Form approx. 1-2 weeks before the event.

TENT ELIGIBILITY (FORD, CHRYSLER & TRUCK ONLY)

Due to demand, clubs must maintain a minimum of 15 vehicles registered under their club to stay eligible for a club tent. That number must be met before the club tent deadline in advance of the event. Existing clubs may be grandfathered.

PARKING

- *Import & Performance Nationals:* Space may be reserved for Showfield vehicles to park in the designated club area based on registration numbers by the Gate-N-Go deadline. The area is only reserved until 10 a.m.
- *Ford, GM, Chrysler Nationals:* Showfield vehicles are required to park in the areas reserved for their vehicle classes and may not park at the club tent.
- *Truck Nationals:* Space may be reserved for Showfield vehicles to park in the designated club area based on registration numbers by the Gate-N-Go deadline. The area is only reserved until 10 a.m. If a vehicle is registered for the Judged Showfield, it must be parked in its class on Saturday from 10 a.m. to 4 p.m.

FOOD

- **Clubs are not permitted to use caterers or outside food sources without the approved written consent** of Carlisle Events. **Clubs wishing to have a catered meal at their tent must do so through Carlisle Events' insured and licensed caterers.** A list of approved caterers may be obtained by calling **717-243-7855 ext. 113.**
- You may bring a grill for club use. However, misuse or unsafe behavior may result in being removed from the event. Your grilling area must fit within your club footprint and may not affect surrounding vehicles and/or classes. **Any food or beverage provided by your club may only be sold to your club members.**
- **The sale and distribution of alcoholic beverages is prohibited.** Disorderly behavior will not be tolerated. Furnishing of alcoholic beverages to anyone under 21 years old is prohibited by Pennsylvania State Law. No glass bottles.

AWARDS

- Coolest Club Hangout: Chosen based on the club atmosphere!
- Club Challenge: Based on the number of registered vehicles by 3 p.m. Saturday.

CUSTOM CLUB MERCH

- Car Show Gear produces custom club-branded merchandise. Tell them you are a "Carlisle Club" and save 15% on your order. Call 802-757-2553 for more information.

Carlisle Events reserves the right to change rules without notice. Carlisle Events reserves the right to revoke Showfield/Fun Field credentials at any time without warning. Failure to adhere to the rules may lead to expulsion without refund.




Club Tent Order Form

Import & Performance, Ford, GM, Chrysler, and Truck Nationals

Use this form to order rental of a club tent*, tables and chairs, a professionally-designed club banner, and to make payment. Your club must be a Carlisle Events Officially Recognized Club.

**Club tent is subject to approval of Carlisle Events.*

1	This form must be received by Carlisle Events by the deadline. No exceptions.			6 BANNER SAMPLE: 	
		2024 EVENT	DEADLINE		EVENT DATES
		Import & Performance Nationals	March 26		May 10-11
		Ford Nationals	April 15		May 31-June 2
		GM Nationals	May 6		June 21-22
		Chrysler Nationals	May 20		July 12-14
	Truck Nationals	June 17	August 2-4		
2	CLUB NAME: _____				
	CONTACT INFORMATION AT THE EVENT				
	NAME: _____				
	PHONE: _____ EMAIL: _____				
	NOTE/REQUEST: _____ _____ _____				
3	TENT Prepayment of your tent rental is required. See #3 on Club Tent Checklist for further details.			\$ <u>187.50</u>	
4	TABLES Complete this section to rent sturdy 8 ft. x 3 ft. tables at a discount. They will be delivered to your club tent on set-up day of the event, which is Thursday. After the deadline (see #1 above), the table rental fee is \$18 per table.		# _____ x \$15	\$ _____	
5	CHAIRS Complete this section to rent plastic folding chairs. They will be delivered to your club tent on set-up day of the event, which is Thursday.		# _____ x \$2	\$ _____	
6	BANNER Complete this section to buy 5 ft. x 3 ft. banners featuring your club's name. Sample shown above.		# _____ x \$50	\$ _____	
7	PAYMENT Add the fees and write the total due where indicated.		TOTAL DUE	\$ _____	
	___ Check: Make check payable to Carlisle Events and mail to: 1000 Bryn Mawr Road, Carlisle, PA 17013				
	___ MasterCard ___ Visa ___ Am. Exp. ___ Discover				
	Credit Card No.: _____ Expiration Date: _____ CVV: _____				
8	Return your completed form: MAIL 1000 Bryn Mawr Road, Carlisle, PA 17013 / EMAIL Clubs@CarlisleEvents.com / FAX 717-243-0255				

I have read and understood these Club Tent Info & Rules. My signature or initials indicate that I understand that my club's failure to comply with these rules may result in expulsion from the premises or forfeiture of club tent eligibility. _____