



**US Road Running - RACE MANAGEMENT AND TIMING SERVICES**

**PO BOX 60763**

**Harrisburg, PA 17106**

**Missy - 717-885-6864 or [Missy@usroadrunning.com](mailto:Missy@usroadrunning.com)**

***\$600 Timing Fee (Price includes chips for the first 150 participants)***

***\$1.50 for each participant over 150 (participants are based on number of bibs you have chipped not the number of finishers)***

**Chip Timing includes the following**

- Free on-line registration setup. We use RunSignUp.
- Instant Online Results. \*
- Athlete Progress Notifications by email. \*
- Digital Finish Line Clock.
- Awards are calculated for you, Overall, Masters and Age Group. Race director will be provided a tablet with awards. (We are a paperless timing company.)
- Runners can check their race time on their smart phones when they finish. \*
- US Road Running prepares bibs with name, age and gender. Race officials prepare bibs for runners who register the day of the race. Race officials are required to verbally verify year of birth and gender when handing out race bibs.
- Finish line Inflatable Arch, 19 foot by 11 foot. There must be room at finish line to setup.
- Banner for 1<sup>st</sup> place male and female to run through. This requires two race officials to hold up the banner.
- Finish Line Video camera. (For backup and for timing to review finishers.)

\*Must have Verizon service in the area.

\*If unable to pull up to the timing location two people will be required to assist w/unloading timing equipment.

**Additional Information and Requirements for Race Directors:**

- AC Power to the finish line for timing equipment. If AC power is not provided within 25 ft, there is a \$50 charge for use of our generator
- Race directors are responsible for permits, coordinating with police, city and state and other municipalities, volunteers, announcements, advertisements, starting the race.
- A \$100 nonrefundable deposit is required before the race with the signed contract.
- If the race is canceled, the race director is responsible for refunding money.
- Race officials are required to verbally verify birthdate and gender when handing out race bibs.
- If you use race bibs other than US Road Running race bibs, we will need them two weeks before the race to prepare bibs.
- Excel spreadsheet of all pre-register participants must be sent to timing team 2 days before race day.

***RACE MANAGEMENT AND TIMING SERVICES CONTRACT***



Race Name \_\_\_\_\_ Race Date: \_\_\_\_\_

Location: \_\_\_\_\_

Race Location address: \_\_\_\_\_

Billing address: \_\_\_\_\_

Race Director Signature and Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Race Director Phone Number: \_\_\_\_\_

Time Registration opens on race day: \_\_\_\_\_

\*Race timers will be at the race 30 minutes before race day registration opens.

Race Distances: \_\_\_\_\_ Start Time: \_\_\_\_\_

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\_\_\_\_\_ Number of participants you want to use chip bibs for

Enter the total number you are requesting for additional option:

\_\_\_\_\_ Number of US Road Running Race Bibs. \$0.50 each.

\_\_\_\_\_ Number of Custom Race Bibs. \$0.75 each.

\_\_\_\_\_ No power within 25 ft of finish line, Generator for finish line. \$50.00

\_\_\_\_\_ Medals (ask for pricing)

\_\_\_\_\_ Number of Left Arrow Signs. Rental \$1.00 each. (Replacement cost \$15.00 each).

\_\_\_\_\_ Number of Right Arrow Signs. Rental \$1.00 each. (Replacement cost \$15.00 each).

\_\_\_\_\_ Number of Straight Arrow Signs. Rental \$1.00 each. (Replacement cost \$15.00 each).

\_\_\_\_\_ Number of Runner on Road Signs. Rental \$1.00 each. (Replacement cost \$15.00 each).

\_\_\_\_\_ Number of Turn Around Signs. Rental \$1.00 each. (Replacement cost \$15.00 each).

\_\_\_\_\_ Number of Mile Signs. Rental \$1.00 each. (Replacement cost \$15.00 each).

\_\_\_\_\_ Number of K Signs. Rental \$1.00 each. (Replacement cost \$15.00 each).

\_\_\_\_\_ Number of 5-foot table's. Rental \$10 each. (Replacement cost \$75.00 each).

\_\_\_\_\_ Number of 5+ Gallon water jugs with water. Rental \$5.00 each.

(Replacement cost \$55.00 each.)

\_\_\_\_\_ Number of Pop up tent 12 by 12. Rental \$50.00 each. (Replacement cost \$250.00).

\_\_\_\_\_ Race Series Calculation. Starting at \$200.00

\_\_\_\_\_ Race Director. \$55.00 an hour.

\_\_\_\_\_ Chip start. (Not needed for less than 500 runners.) \$500.00

\_\_\_\_\_ Number of splits. \$200.00

\_\_\_\_\_ Box of pins for bibs, 1,440 pins in each box. \$20.00

\_\_\_\_\_ Timing for additional Divisions. Example 5K and 10K Walk. \$50.00

\_\_\_\_\_ 1,200-watt sound system with microphone and stand. Rental \$50.00. (Replacement cost \$450.00).



- \_\_\_\_\_ Race announcer computer. \$25.00
  - \_\_\_\_\_ Race announcer computer, 1,2000-watt sound system and race announcer. \$50.00 an hour.
  - \_\_\_\_\_ If actual duration is over 2 ½ hours an additional fee of \$50.00 an hour will be applied.  
\*\*\*This does not include set up and take down of timing equipment.
  - \_\_\_\_\_ Email blast. \$75.00 (approx. 11,000 emails in database)
  - \_\_\_\_\_ Mail out post card to our mailing list. \$0.75 per post card.
  - \_\_\_\_\_ Tech Shirts. Ask for prices.
  - \_\_\_\_\_ 6-foot metal barrier(s). \$25.00 each
  - \_\_\_\_\_ Events taking place further than 50 miles from our office are subject to a \$3.00 per mile fee.
  - \_\_\_\_\_ Events taking place further than 75 miles from our office are subject to a \$3.00 per mile fee and lodging and food cost.
  - \_\_\_\_\_ Results with Race Finishing video \$100.00
  - \_\_\_\_\_ Streaming Results \$30.00 (Includes television with results)  
\*\*\*Separate location for Streaming Results requires a \$50.00 additional rate.
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Please mail complete contract by email and land mail.