



Call for Convention Vendor Coordinator

Deadline for applying is February 1, 2018

RVW is seeking a person with contacts in the RV industry who is familiar with vendor setups at RV rallies such as FMCA, Good Sam, etc., has worked closely with vendors in the past and is experienced in booth layout design.

If this describes you, then we have just the job for you. Send in your application and you could be our next Convention Vendor Coordinator!

Please review the RVW Convention Handbook. Sign into rvingwomen.org. From the *Members Only* menu, drop down to *Documents > Convention Handbook*. The responsibilities of the Convention Vendor Coordinator are listed on pages 18 to 20.

The Convention Vendor Coordinator must attend each convention and arrive three to four days prior to the opening ceremonies to oversee the booth set-up and vendor area during convention.

The Convention Vendor Coordinator will work closely with the RVW Magazine Advertising Sales Coordinator. The Convention Vendor Coordinator is responsible for finding convention vendors and sponsors and soliciting advertising for the convention program. Her role is crucial in assuring the financial success of any RVW convention and involves the following:

- The Convention Vendor Coordinator works closely with the Board of Directors to establish vendor convention fees, sponsorship levels and any perks they will receive as a result of their generosity. She is a member of the Site Selection Committee.
- The Convention Vendor Coordinator, in coordination with the Convention Coordinator and the webmaster, assures that the online registration form is complete and goes live by January 15.

Candidates should provide a resume of their experiences that relate to their ability to successfully coordinate the vendor portion of a convention. Please include an overview of any RVing event and/or rally previously attended.

Qualifying candidates will be reviewed and approved by the board. **The deadline for applying is February 1, 2018.**

For further information contact Bev Smethurst at bevs@rvingwomen.org or call her at 941-524-1261. Please send your completed application/resume to Bev Smethurst at bevs@rvingwomen.org. Send a copy also to the RVW office, P.O. Box 1940, Apache Junction, AZ 85117-4074, or email it to the RVW office at rvwoffice@rvingwomen.org.



Application for RVW Convention Vendor Coordinator

Name _____ RVW Chapter(s) _____

Address _____ City _____ State _____ Zip _____

Cell Phone _____ Email Address _____

Submit on a separate sheet any resume or other information that qualifies you for the duties of RVW Convention Vendor Coordinator.

I attest that I have read the job description for RVW Convention Vendor Coordinator and fully understand the scope of the duties.

Print Name _____

Signature _____ Date _____

Send completed application/information to: RVW office, P.O. Box 1940, Apache Junction, AZ 85117-4074 or email to the RVW office at rvwoffice@rvingwomen.org and to Bev Smethurst at bevs@rvingwomen.org.

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