



US Road Running - RACE MANAGEMENT AND TIMING SERVICES

4169 N George Street Ext

Manchester, PA 17345

Missy - 717-885-6864 or 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 Racemine.com. The cost for registrations is 6% + \$0.75. If we setup online registrations for your races, you may not use any other company for on-line registration.
- 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 1st 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

_____ Number of Finisher Medals. Starting at \$3.25 per medal.

_____ Number of 1st Place Medals. Starting at \$3.25 per medal.

_____ Number of 2nd Place Medals. Starting at \$3.25 per medal.

_____ Number of 3rd Place Medals. Starting at \$3.25 per medal.

_____ 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
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Please mail completed contract by email and land mail.

Email: racemanagement@usroadrunning.com

Land mail (include check for \$100 to cover deposit):

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