

Fill out both pages of the hamfest or convention application form, and send it to your Division Director for approval. Directors are listed on page 10 of each issue of *QST* and on the Web at

<http://www.arrl.org/divisions/>

For more information, contact

ARRL Headquarters at:

tel: 860-594-0262

email: **hamfests@arll.org**

ARRL APPROVED HAMFEST APPLICATION

To Director _____, _____ Division

The undersigned hereby make application for authorization to hold and conduct an ARRL approved hamfest. In support thereof, we submit the following:

City and State of Event: _____

Date(s) and Time(s): _____

Sponsoring Association(s) _____

Facility: _____ Address: _____

Directions to Event: _____

Special Features: _____

ARRL/VEC-Sponsored Exams? Yes _____ No _____
(Note: Events holding ARRL/VEC exams are entitled to receive an additional ARRL *Handbook* as a prize).

Talk-in (input/output): _____

Admission Fees: (Advance): _____ (At Door): _____

Tables: _____

Public Contact Person:

Name: _____ Call Sign: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Event Website/URL Address: _____

Hamfest Chairman:

Name: _____ Call Sign: _____

Address: _____

Telephone Number: (Days) _____ (Nights) _____

E-Mail Address: _____

Funds available for financing hamfest: \$ _____

Source of funding: _____

Anticipated attendance based on previous attendance: _____

Proposed disposition of any profit: _____

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My dated signature below attests to the fact that I have read, and understand the rules and regulations concerning ARRL hamfests, a copy of which has been provided to me by the Headquarters, and agree to abide by the terms specified therein.

Hamfest Chairman's Signature and Date

(Send TWO copies of this completed application to the Division Director; retain ONE copy for your files.)

(Following to be completed by Director)

To: ARRL Headquarters

On the basis of the information provided above, this application is:

Approved _____ Disapproved _____

Director's Signature: _____ Date: _____

ARRL CONVENTION APPLICATION

To Director _____, _____ Division:

The undersigned hereby make application for authorization to hold and conduct an ARRL approved convention of the following category (check one):

_____ NATIONAL _____ DIVISION _____ STATE _____ SECTION _____ OPERATING SPECIALTY

In support thereof, we submit the following:

City and State of Event: _____

Date(s) and Time(s): _____

Sponsoring Association(s): _____

Facility: _____ Address: _____

Directions to Event: _____

Special Features: _____

ARRL/VEC-Sponsored Exams? Yes _____ No _____

(Note: Events holding ARRL/VEC exams are entitled to receive an additional ARRL *Handbook* as a prize).

Talk-in (input/output): _____

Admission Fees: (Advance): _____ (At Door): _____

Tables: _____

Public Contact Person:

Name: _____ Call Sign: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Event Website/URL Address: _____

Convention Chairman:

Name: _____ Call Sign: _____

Address: _____

Telephone Number: (Days) _____ (Nights) _____

E-Mail Address: _____

Funds available for financing convention: \$ _____

Source of funding: _____

Anticipated attendance based on previous attendance: _____

Proposed disposition of any profit: _____

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My dated signature below attests to the fact that I have read, and understand the rules and regulations concerning ARRL conventions, a copy of which has been provided to me by the Headquarters, and agree to abide by the terms specified therein.

Convention Chairman's Signature and Date

(Send TWO copies of this completed application to the Division Director; retain ONE copy for your files.)

(Following to be completed by Director)

To: ARRL Headquarters

On the basis of the information provided above, this application is:

Approved _____ Disapproved _____

Director's Signature: _____ Date: _____

OFFICIAL RULES AND REGULATIONS CONCERNING ARRL HAMFESTS AND CONVENTIONS

1. American Radio Relay League Hamfests and Conventions are meetings of persons interested in Amateur Radio which are authorized and conducted in accordance with the rules that follow. ARRL Conventions may be sanctioned at the Section, State, and Division levels, and in some cases as Operating-Specialty conventions; there will be not more than one Convention at each level in a given area per year.
2. Neither the name of the American Radio Relay League, nor the initial letters thereof, nor its emblem, shall be used in connection with any meeting or convention, or in the advertising thereof, unless it has been approved in the manner set forth below.
3. Parties desiring to conduct an ARRL Convention shall obtain the approval of the Director of the division in which the convention is to be held, by an application setting forth the place and date of the proposed convention, the area to be served, the particular purpose to be served thereby, the clubs, associations or groups who propose to sponsor it, and the names and addresses of the officers chosen to conduct it. When the Director is satisfied that the approval of such convention will be in the best interests of the League, he shall submit the application to the Executive Committee for its formal approval. Upon such final approval the headquarters shall notify the chairman or secretary of the convention group. The management, program and financial plans of every such convention shall be subject to the approval of the Director of the division in which the convention is to be held. Every such convention will make provisions for an ARRL forum or meeting and for an ARRL display booth or table and shall make every effort to use the ARRL diamond prominently displayed on the front of all advertising and program materials. On its part, the League will make every effort to provide a speaker from among the Headquarters staff or from among the officers of the League at no cost to the convention treasury; to provide editorial support in *QST* for the event; to accept paid advertising at rates lower than for commercial purposes; and to contribute publications to be used as awards or prizes.

4. Parties desiring to conduct an ARRL hamfest shall obtain approval of the Director of the division in which the hamfest is to be held, by an application setting forth the place and date of the proposed hamfest; the area to be served; the clubs, associations or groups who propose to sponsor it; and the names and addresses of the officers chosen to conduct it. The Director will notify the Headquarters that the hamfest has been approved. ARRL hamfests will make space available for an ARRL display, and those ARRL hamfests which include formal speaking programs will schedule time for an ARRL meeting if so requested by the Director or another elected League official. There is no limit to the number of ARRL hamfests which may be held, but care should be taken to avoid conflict with other hamfests serving the same general area. Headquarters will provide editorial support in *QST* for the event, will provide for advertising in *QST* at rates below commercial rates, and will on request provide publications to be used as awards or prizes.

5. Notwithstanding the foregoing provisions, the Board of Directors may authorize or direct upon such terms as it may prescribe, the holding, as a National Convention, of a meeting of persons interested in Amateur Radio from throughout the operating territory of the League. The President will assign a member of the Board to work with the staff to evaluate National Convention applications and negotiate ARRL participation. The management, program and financial plans of every such convention shall be subject to the approval of the Executive Committee.

6. The Executive Vice President, with the approval of the Executive Committee, is also authorized to provide (upon the request of the Directors affected), for the holding of a State Convention designed for amateurs residing in any state which lies partly in each of two divisions.

TERMS AND CONDITIONS GOVERNING THE AVAILABILITY OF MAILING LISTS FROM HEADQUARTERS

Category 1 labels -- Lists furnished without charge to further the organizational purposes of the League.

“Admin” labels are furnished to incumbent division directors and section managers for use in routine and administrative mailings to members in their respective geographical territories.

“Convention” and “Hamfest” labels are furnished, upon request, to sponsors of ARRL sponsored and approved events for use in making mailings promoting the event. They may not be used for any other purpose, specifically for campaign mailings during an ARRL election.

Category 2 labels -- Lists furnished at cost of production.

“Campaign” labels are furnished, upon request, to any election candidate whose eligibility has been properly certified for the purpose of campaigning for office in the League.

“Non-commercial” labels are furnished to any Full member of the League for any non-commercial purpose which is designed to further Amateur Radio and the purposes of the League. Such lists may be furnished up to a division in size.

Category 3 labels -- Lists furnished at commercial mailing list rates.

“Commercial” labels are furnished for any legitimate business purpose. Such lists are made available under a cost schedule prepared from time to time by the Business Manager of the League.

Any member of the League may, upon request, have his name deleted from any Category 3 commercial lists which are furnished by League Headquarters. Such a request may be made upon renewal by an annual member or any time by a Life Member of the League.

All requests shall be made in writing on a form to be provided by the Headquarters. (No telephone requests will be honored.) The form will require that the purpose for requesting the list be stated and will require a signed statement that the list is being used only for the purpose requested.

Two copies of material mailed using address labels provided by Headquarters shall be sent to Headquarters, and one copy shall be sent to each director concerned, via first class mail, at the time of the first mailing.



OFFICIAL FSD LABEL REQUEST FORM

In accordance with policies established by the ARRL Board of Directors governing the availability from HQ of lists of ARRL members and clubs, I hereby request the following list of members or clubs, to be supplied in the form I have designated below.

A. Who should the list include: **check one or more**

Full members _____

Associate members _____

Clubs _____

FCC data base _____

(Note: Limit labels to one per household? _____ (yes or no))

B. What geographical area should the list cover: **choose only one**

What ARRL division _____

or What ARRL section _____

or What state _____

or What list of zips _____ see back

C. What kind of printout:

List (green bar) _____

4-up Self adhesive labels _____

4-up Cheshire labels _____

D. Purpose for which the request will be used **check only one**

SM Election Campaign _____

Administrative _____ office use only

Convention/Hamfest _____ see other side

Non-commercial _____

E. Requested items shall be billed (if required) to: **Chargeable: _____**

_____ (Please include phone number)

_____ (Days) _____

_____ (Nights) _____

(Please include ZIP CODE)

F. Order shall be shipped to:

_____ Street address only

_____ Include zip code

My signature below signifies that I have read and understand the Terms and Conditions Governing the Availability of Lists from Headquarters, a copy of which was provided to me prior to this request. My signature below further signifies that the labels or list supplied as a result of this request are to be used only for the single purpose stated above in D.

_____ date

_____ signature

Request for members in the following zip codes (please follow example below)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Example 1--If you want a list in the 060 range, fill in the box as: 06000-06099.

Example 2--If you want a list in the 060, 061, 064, 065 range, fill in the box as: 06000-06199

06400-06599

Example 3--If you want a list in the 06001, 06002, 06003, 06111, 06032, 06058, 06059, 06078, 06114 list
in the box as:

06001-06003

06032

06058-06059

06078

06111

06114

Note: If request is for convention or hamfest labels, please provide the following information:

Date of event: _____ Date labels needed: _____

Name of event: _____ City and state of event: _____

COMPUTER DEPARTMENT USE ONLY

Date received	_____	Date sent	_____
Ck. Sort	_____		
Hold #	_____		
Amt. Items	_____	Cost	_____

Questions may be addressed to the following at ARRL Headquarters:

Clubs: Margie Bourgoin, 860-594-0267, mbourgoin@arrl.org

Hamfests and Conventions: Gail Iannone, 860-594-0262, giannone@arrl.org

Field Organization: Kathy Kostek, 860-594-0292, kkostek@arrl.org