



Host Dealers Registration Instructions

There are three web forms that must be completed. Each form should be completed completely and on-time in order for us to supply you with the necessary materials you will need.

Host Dealer Registration - Complete this form to start the process for your invitations. Once we receive your information, your invitations will be created and sent to you for approval. Our advertising agency will automatically submit a pre-event press release to the local newspaper for each event based on the registration information each host dealer submits.

Kits Order Form - Complete this form **two weeks prior** to your event to provide an **accurate confirmed** head count based on the number of responses you have received from your invitations. We will use this headcount to ship the appropriate number of event kits and materials to your dealership.

Lunch Funds Request - Use this form after your event to request reimbursement for Event Day 2 lunch only. To qualify for reimbursement you must have a minimum of 25 customer attendees. The maximum reimbursement will be \$1,000.00. Faxed copies of invoices and attendee lists are required.