

# Club Event Material Order Form

(for AKC® affiliated club use only)

Use a separate order form for each event and read the instructions before completing this form.

Date(s) of event: \_\_\_\_\_

Club/organization name: \_\_\_\_\_

Expected gate (No. of attendees): \_\_\_\_\_ No. of days table will be staffed: \_\_\_\_\_

Any special requirements/needs we should keep in mind: \_\_\_\_\_

\_\_\_\_\_

Type of Event (Circle Type)	Expected Entry (Circle quantity or fill in the blank for each event type held)		
All-Breed Show	Less than 800	800 -1,299	1,300 -1,999 2,000+
Specialty	Less than 100	100 -199	200+
Obedience/Tracking	Less than 100	100 -149	150+
Agility Event	Entry: _____	Earthdog Event	Entry: _____
Junior Showmanship	Entry: _____	Coonhound Event	Entry: _____
Field Trial/Hunting Test	Entry: _____	Match	Entry: _____
Herding Event	Entry: _____	Dog Show Tours	Entry: _____
Lure Coursing	Entry: _____	Mall Event/Fair	Entry: _____

PECs may call the Public Ed/Communications Admin. at 212-696-8343 to order materials that will be distributed to the public at events such as mall fairs, dog shows, or anywhere else you host a public education table.

**Ship Materials To:** (Please use street address, as materials cannot be shipped to a P.O. Box.)

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

**Please fax or mail this form to:**  
American Kennel Club  
Attn: PE/Communications Admin.  
260 Madison Ave.  
New York, NY 10016

Fax: 212-696-8345  
Phone: 212-696-8343  
(Mon. - Fri. 8:30am - 4:30pm)

[www.akc.org](http://www.akc.org)



**AMERICAN  
KENNEL CLUB®**

# Club Event Material Order

The American Kennel Club® offers materials to club Public Education Coordinators (PECs) to distribute to the public and fancy at events such as dog shows, mall fairs, or anywhere you host a public education table. If you are a PEC, use this form to request a supply of free materials appropriate for your specific event. Please read the following instructions before completing the order form.

- **Please place your order at least 45 days before your event.** This allows us sufficient time to process your order and ship the materials to arrive free of charge approximately two weeks before your event. We cannot guarantee fulfillment of orders placed less than 45 days before an event. In such cases, customers will be required to pay rush shipping charges and materials may be limited.
- For a complete set of materials, including educational brochures, order forms, registration information, rulebooks, and litter applications, fill out the Club Event Material Order form. Be sure to describe your event fully by circling all the applicable event types. For example, if your all-breed show will include an agility trial, circle both ALL-BREED SHOW and AGILITY. This will assist with processing your order.
- **Please use one order form per event.** Materials are updated regularly so do not hold materials for events throughout the year. By filling out an order form for each event you can be reassured that you have the most recent version of each item.
- Be sure to give us an estimate of the expected entry. Feel free to use figures from a previous event if you are unsure.
- If you know the expected gate, include this as well. It may affect the quantity of materials sent.
- Please let us know how many days the table will be staffed. This too can affect how much you receive.
- If there is anything special about your event you'd like us to know (for example, it is your 100th show, you are sponsoring a microchip clinic, etc.), please include this information.
- Be sure to give us complete shipping information. We ship Federal Express Ground, no P.O. boxes, please.
- We must have your daytime phone number in case we have questions.
- When you receive the materials, we encourage you to look through them and familiarize yourself with each brochure. This will help you answer questions and make the most efficient use of the materials.

