



BIKE MS: PEDAL LOS PUEBLOS

## TEAM VILLAGE GUIDE

The Team Village is the center point of Bike MS – the gathering place for teams and team members. Each team that chooses to participate will have its own tent in the Village for team members and supporters to enjoy.

### HOW IT WORKS

Teams reserve space using the official order form. There is no cost to have a tent in the Team Village. However, if you would like the Society's tent vendor to provide your tent, your payment must accompany your order form. All reservations and orders must be received by August 22, 2014.

The rest is up to your team! You can provide food, entertainment, massage therapists, decorations – you are limited only by your imagination. No matter what you and your team choose to do, the point is to have fun and create community.

The advantages to your team are many:

- Create a meeting space for your team at the Bike MS Home Base.
- Generate excitement around your team and Bike MS.
- Involve co-workers, friends and family members who want to be a part of Bike MS but do not want to ride.
- Network with other teams and other companies in the Team Village.
- Show your team spirit and team personality by decorating your tent.

**The top three fundraising teams from the previous year will have a team tent provided!**

### Location, Location, Location

The Bike MS Team Village will be located at Bike MS Home Base in the overflow parking lot behind the Hotel at Cities of Gold. Team tents will be adjacent to the Society's tent and all Bike MS activities.

### WHAT EVERY TENT NEEDS

- **Decorations.** Noisemakers, lights and balloons are all a nice touch.
- **Food and beverage.** Don't forget ice, utensils, paper goods and table cloths. Please be sure to read and adhere to the alcohol policy on the next page.
- **Signage** so everyone will know who you are. Signs are a great way to recognize your riders, give awards and make the tent more personal.
- **Somewhere to sit.** Rent tables and chairs from our tent vendor or bring your own. You might want to consider lawn chairs – or perhaps futons and an inflatable couch. Comfy is the way to go!
- **Entertainment.** Keep your cyclists and volunteers busy. Bring a boom box and some tunes. Plan a poker tournament or water balloon fight.

- **Toolbox.** Make sure you have the essentials on hand: scissors, tape, rope, trash bags and a hammer.

## Take it a Step Further

Make your tent the talk of the Village! How about your own massage therapist, a portable hot tub or private porta-potty? Can you come up with a fun way to cool off your team members? You are limited only by your imagination!

## Menu Ideas

Bike MS is fully supported with all meals and plenty of snacks provided to fuel your ride. However, your team may still be hungry or crave something special at the end of the day.

- **Go with a theme.** A Hawaiian theme begs for pineapple and roast pork, while a Western theme would suggest a barbeque.
- **Sandwich bar.** Complete with buns, deli meats and cheeses, and all the fixings.
- **Grill, anyone?** Bring out the grill for some burgers, veggie burgers, brats, etc. While in use, grills must be 10 ft. from all tents and adjacent to the fire extinguisher.
- **Sweets!** Bring brownies, cupcakes, cookies or candy for dessert.
- **Beverages and ice!** After a long, hot day of cycling, your team members will appreciate the extra beverages!
- **Or, take a load off and have your meals catered!**

For your team's digestive health please make sure that hot food stays hot and cold food stays cold.

## Alcohol Policy

Because Bike MS: Pedal los Pueblos Home Base is on the Pojoaque reservation, no alcohol is allowed in the Team Village.

## Building Your Team Village Crew

In order to ensure a successful Team Village tent, the first thing you need to do is get some help. As a Team Captain, you are very busy recruiting riders, training and fundraising. Creating a great Team Tent is a job you can share with others. Ask someone who wants to be involved with your team but does not want to ride to take on the important role of Team Tent Captain. He or she can then recruit others to make your tent the best in the Team Village.

## Setting Up

Tents provided through the vendor will be set up by 1:00 p.m. Friday, September 5<sup>th</sup>. You may begin loading in after that time. Please move your vehicle to designated parking areas as soon as you have finished unloading.

## TEAM VILLAGE RULES & REGULATIONS

There is limited space in the Team Village and we want to make sure everyone has a comfortable, fun and relaxing experience. Please familiarize yourself with the following rules and regulations:

- Tents in the Bike MS Team Village are reserved for registered teams and event sponsors.
- Space is limited, so size of tent can be no wider than 20 feet – Chapter staff reserves the right to limit the size of the tent based on the team's registered riders and existing first come reservations.

- Tables and chairs can be either ordered through the official tent company or the team may bring them. The official tent company will only erect their own tents in the Village.
- Concessions and products cannot be sold from under a team tent unless authorized by the National MS Society as an Official Event Sponsor.
- The National MS Society reserves the right to restrict storage units, trailers, vehicles, etc. from entering and/or staying within the Team Village if deemed unsafe for participants.
- No open fires (i.e. bonfires) are allowed.
- No roping off the space around your tent.
- Please keep trash and other items out of the main walkways and thoroughfares.
- Unless your tent has a specific, enclosed and locked space for bicycles, please make sure that all team members take their bikes to their rooms.
- You are responsible for transporting all items to/from your tent and for cleaning up at the end of Bike MS.

## **TEAM TAILGATE PARTY**

**September 5, 4:00 to 8:00 p.m.**

Join us Friday night before the ride at the Bike MS Home Base & Team Village for a pre-ride celebration. We will be offering packet pick up and will have light snacks available. Teams with tents are invited to enjoy their tents for a get-together during this time. Please feel free to throw your own party and make it as low key or elaborate as you would like.

# TEAM VILLAGE RESERVATION FORM

Before placing your order, please read the Team Village Rules & Regulations. This form will reserve your space in the Team Village. Please make your reservation no later than **August 22, 2014**.

Team Name \_\_\_\_\_

Team Captain \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Team Contact at event \_\_\_\_\_ Cell phone \_\_\_\_\_

We will provide our own tent and supplies. Our tent will be sufficiently anchored.

We would like to order our tent/supplies from the Bike MS vendor.

## VENDOR ORDER FORM

ITEM	UNIT COST	QUANTITY	TOTAL
10 X 10 Frame Tent	\$125. <sup>00</sup>	_____	_____
10 x 20 Frame Tent	\$150. <sup>00</sup>	_____	_____
Rectangle Table (6'x30")	\$7. <sup>00</sup>	_____	_____
36" Round Table	\$7. <sup>25</sup>	_____	_____
60" Round Table	\$7. <sup>50</sup>	_____	_____
Folding Chair	\$1. <sup>00</sup>	_____	_____

Please submit your order by **August 22**

Fax to 505-213-0697 or email to

[maggie.schold@nmss.org](mailto:maggie.schold@nmss.org)

Attention: Maggie Schold

SUBTOTAL

Service Charge

\$25.<sup>00</sup>

TOTAL

## Payment method:

Check Enclosed

Credit Card number \_\_\_\_\_ Exp. Date \_\_\_\_\_

I certify that I have read and understand the Team Village Rules & Regulations and Alcohol Policy of this Guide and agree to abide by all rules.

Signature \_\_\_\_\_ Date \_\_\_\_\_