Dear Regatta Vendors,

Thank you so much for expressing interest in being a vendor for any of our regattas during the 2018 Spring Season. We greatly appreciate your interest in being part of the Regatta Experience for the incoming rowers and spectators!

Due to an increase in high caliber regattas and an increase in vendor requests, we will be accepting applications on a regatta by regatta basis throughout the Spring. All vendor applications will be posted on our website and will be regatta specific. Rules and Regulations for each regatta will differ due to the different needs and host organizations coming in, so please be sure to read each vendor contract and fill it out thoroughly.

Please check our “Vendor Information” section of our website on a regular basis to stay up to date with the upcoming regattas and contracts. A Regatta Calendar is available on our website if needed.

Please feel free to reach out to our Regatta Director, Sarah McAuliffe at smcauliffe@orra.org with any questions.

Thanks so much,

Sarah
2018 Cardinal Invitational Regatta Vendor Application

Saturday, March 17-18, 2018 2 Days
University of Louisville - Cardinal Invitational
Hosted by: Oak Ridge Rowing Association
Race Times: Approximately 9:00am -Noon and 3:00pm -6:00pm
*NOT FINALIZED

Athletes: Collegiate Number: 1200 per day Spectators: 300

Please contact Sarah McAuliffe if you have any questions or special needs.
Oak Ridge Rowing Association
2018 Conditions of Rowing Vending - Cardinal Invitational

RIGHT TO VEND
No vendor is allowed to sell merchandise at any Melton Hill Regatta site without the expressed consent of the Oak Ridge Rowing Association and a signed Vendor Contract. All contracts must be submitted to the Regatta Director at smcauliffe@orra.org by the due date.

FOOD AND MERCHANDISE VENDORS: If you will need access to electricity, please contact smcauliffe@orra.org

BOAT/EQUIPMENT MANUFACTURERS: If you have a shell, trailer, or tent on or around the venue, vendor fees apply. If you are interested in being a vendor, please contact smcauliffe@orra.org

PAYMENT
1. Payment for all vendor sites must accompany a signed contract.
2. Payment must be paid in full by deadline, March 10, 2017 for the Cardinal Invitational. If payment is late, there is $50.00 late fee.
3. Please make checks payable to “Oak Ridge Rowing Association” and include contract with payment. Mail to: ORRA ATTN: Vendor Coordinator, 697 Melton Lake Drive, Oak Ridge, TN 37830.

CANCELLATION
In the event a vendor cancels after initial acceptance by ORRA, a refund will be made based on the following schedule of cancellation penalties:
After the payment deadline: No Refund (this date is one week out from Race Day.

PARKING
Each vendor will be provided access to enter the parking lot and proceed to the vending area (on the peninsula). Vendors may leave ONE (1) vehicle on the peninsula, and are able to move it if needed, but please limit driving as spectators will be around.

VENDING LOCATION
The majority of the vending will be conducted on the peninsula, on the pavement/ grass. Other vending areas may be available based upon regatta size and logistics. Vendors and exhibitors may NOT locate anywhere else in the Melton Lake area without express consent from ORRA. ORRA determines all vendor locations by placing a sign with the company name in the vendor spot.

If vendors have any questions, they can find answers at the volunteer tent in front of the boathouse and when they enter the parking lot.

TENT RENTALS
Vendors may rent a tent from ORRA or provide your own. (please see page 3 for rental rates). However, please note, due to safety issues: Tents cannot be staked, but must be weighted.

ICE/WATER/ELECTRICITY
Ice is not provided during this regatta. Vendors should bring their own. Water is located on a hose on the side of the boathouse, located closer to the road. Spider boxes are placed along the peninsula for vendors to use as needed.

If any of the above vendor rules are broken, vendors will not be accepted back for future regattas. ORRA has the right to deny any vendor for all hosted regattas.
Oak Ridge 2018 ROWING VENDORS FORM

CONTACT: Print Name: ____________________________ Cell Phone: __________________
Company: ___________________________________________________________________
Street: __________________________________ City: __________ State: _____ Zip: __
Tel: ______________________________ Fax: __________ Email: _____________________
Website: ___________________________________________________________________
Additional Contact Information: ________________________________________________

Signature: ___________________________________________________________________ Date: ________________

Payment  1.) A flat rate fee of $125/$100 per day.
Regatta Vendor Flat Rate Fee:

_____Cardinal Invitational Regatta - Saturday  Fee $125 per day
_____Cardinal Invitational Regatta - Sunday  Fee $100 per day

SUBTOTAL $ __________________

Tent Rental (Check all that apply)

_____I will bring my own tent.  Size __________________
_____I will rent a tent from ORRA (FILL OUT BELOW)
_____I will rent tables (FILL OUT BELOW)
_____I need electricity (Vendor is required to bring heavy duty, long extension cords as needed)

RENTAL PRICING:  includes set up and take down

<table>
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<th>Tent Size</th>
<th>Rental Price</th>
<th>Quantity</th>
<th>Total Fee</th>
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<tr>
<td>10x10ft Tent</td>
<td>$150</td>
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<td>_____</td>
</tr>
<tr>
<td>10x20ft Tent</td>
<td>$250</td>
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<td>_____</td>
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<tr>
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<td>$300</td>
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<td>_____</td>
</tr>
<tr>
<td>8ft Table</td>
<td>$10</td>
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<td>_____</td>
</tr>
<tr>
<td>Folding Chair</td>
<td>$2</td>
<td>Qty:_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

*Note tent sides are additional fee, please request quote.

SUBTOTAL $ __________________

TOTAL PAYMENT DUE $ _______________