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
October 20th, 2018

Hosted by: Oak Ridge Rowing Association
Race Times: Approximately 9:00am - 4:00pm

Athletes: Juniors, College, Masters Number: 1000 per day Spectators: 1000

Please contact Sarah McAuliffe if you have any questions or special needs.
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
Payment for all vendor sites must accompany a signed contract.

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:
1 week prior to regatta: Refund 50% of payment
Less than 1 week prior: No Refund

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, but may not move it during the regatta. After the last race of the day, vehicles may be moved.

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.

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.

Points of Contact:
Sarah McAuliffe - smcauliffe@orra.org

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 $150 per day.

What size space will you need? (circle one) 10x10 10x20 Other

Regatta Vendor Flat Rate Fee:

____ Secret City Head Race Regatta Fee $150 per day
____ Additional 10x10 Space Fee + $50.00 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>
<thead>
<tr>
<th>Tent Type</th>
<th>Price</th>
<th>Number of Tents</th>
</tr>
</thead>
<tbody>
<tr>
<td>10x10ft Tent</td>
<td>$150</td>
<td>X ___</td>
</tr>
<tr>
<td>10x20ft Tent</td>
<td>$250</td>
<td>X ___</td>
</tr>
<tr>
<td>20x20ft Tent</td>
<td>$300</td>
<td>X ___</td>
</tr>
<tr>
<td>8ft Table</td>
<td>$10</td>
<td>Qty:__________</td>
</tr>
<tr>
<td>Folding Chair</td>
<td>$2</td>
<td>Qty:__________</td>
</tr>
</tbody>
</table>

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

SUBTOTAL $ __________________

TOTAL PAYMENT DUE $ __________________
PAYMENTS ARE DUE BY: October 5th for the Secret City Head Race 2018. 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.

A LATE FEE OF $50 will be assessed for all payments received after DUE DATE, unless prior arrangements have been made.