



Vendor Information Austin Rowing Club Regattas

Overview: Austin Rowing Club is a non-profit 501c3 organization dedicated to promoting the sport of rowing in our community. ARC Regattas grow in number each year and we're expecting thousands of participants and attendees to join us in 2018.

Held annually in the heart of Downtown Austin on Lady Bird Lake, Austin Rowing Club has had the pleasure of hosting the Heart of Texas, Texas Rowing Championships, and Head of Colorado Regattas. All three regattas are classified as National Standard Regattas by USRowing. Get to know Austin Rowing Club and be sure not to miss the opportunity to be a part of many high caliber events and to engage with the affluent, active rowing community!

Event:	Event Date:	Athletes:	Attendees:
Heart of Texas Regatta	March 3 & 4 2018	1,400	2,500
Texas Rowing Championships	April 21 & 22 2018	500	1,200
Head of Colorado Regatta	October 27 2018	600	1,500

Vendor Space & Tent Rental Equipment:

Vendors have the option to provide their own tent and equipment. Vendors that provide their own tent will be provided ample space for a tent in one of two sizes: 10x10 and 10x20. If you would like to rent any additional tables and chairs, there is an option in registration to select the quantity that you will need.

There is also the option to have arrangements made through Austin Rowing Club to provide a tent in one of three sizes: 10x10, 10x20 and 20x20. Each tent rental provided by Austin Rowing Club will include lighting, tables and chairs applicable to size of tent. If a vendor needs additional tables or chairs please indicate on the registration form below.

- Merchandise should not extend beyond 5 feet from the tent, due to available space – those who do so may be asked to consolidate their merchandise or pay for additional space.

Boat Exhibitors: There is no additional charge for exhibiting rowing shells in slings. However, space is limited. Each vendor likely has room for one single and one pair/double depending on location of tent.

Electricity:

Electricity is provided at an additional charge per day. Each tent rental through Austin Rowing Club will include individual tent lighting, although we need to know ahead of time if you will require electricity. Please contact us if you will need electricity in your tent.

Certificate of Insurance:

Vendors must provide a certificate of insurance naming Austin Rowing Club as additionally insured. Certificates must be submitted two weeks prior to each of the regattas you will be attending, in order for your registration to be completed. For those that register after a regattas deadline must include certificates of insurance at the time of the registering.

Vendor Layout: All tents and vendors are located in an area around the event registration setup. Please follow the link [here](#) for tent diagram example.

Reservations:

Fill out the attached vendor registration form and return four weeks prior to event date. Any form submitted after the deadline will be subject to a \$150 additional charge. Austin Rowing Club will not be able to provide tents after this deadline.

Cancellations: Should it become necessary to cancel your reservation, notify Austin Rowing Club immediately. The following cancellation policies apply;

- 31-60 days from event; full registration fee returned
- 15-30 days from event; 50% of registration fee returned
- Registration fees will not be refunded if notification is received within two weeks of the Regatta signed up for.

Questions:

If you have further questions about becoming a vendor at Austin Rowing Club Regattas please contact Stephanie Johnson, Event Coordinator at stephanie.johnson@austinrowing.org or 512-472-0276.





2018 Vendor Registration Form Austin Rowing Club Regattas

(place an **X** on event attending)

<input type="radio"/> Heart of Texas	<input type="radio"/> Texas Rowing Championships	<input type="radio"/> Head of Colorado
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Company Name: _____

Company Address: _____

Onsite Contact: _____

Email: _____ Telephone: _____

Product Line Description: _____

VENDOR TENT/ EQUIPMENT OPTIONS:	Pricing	Total
Bring your own tent: 10x10	\$350	_____
Bring your own tent: 10x20	\$400	_____
Rental Tent: 10x10 (1T, 2C)	\$500	_____
10x20 (2T, 2C)	\$600	_____
20x20 (4T, 2C)	\$800	_____

ADDITIONAL ITEMS:			Quantity	Price	Total
Table			_____	\$15.00	_____
Chairs			_____	\$ 2.50	_____
Electricity	Yes	No (Circle One)		\$25.00	_____
Boats	Yes	No (Circle One)			
			_____ Single		
			_____ Double		

Total Due \$ _____

You can make payment by check or credit card, be sure to include vendor registration form. Please contact Austin Rowing Club to arrange payment made by credit card.

Check #: _____ * made payable to Austin Rowing Club

Send To:

Stephanie Johnson, C/O Austin Rowing Club
74 Trinity Street
Austin, TX 78701
512-472-0276

