



2019 HEAD OF THE OHIO
Saturday, October 5 AND Sunday, October 6, 2019
Pittsburgh, PA
VENDOR APPLICATION AND AGREEMENT

The 2019 Head of the Ohio Regatta is scheduled for the weekend of October 5 and 6, 2019. High school teams will compete on Sunday, October 6; all others will compete on Saturday, October 5. The complete race schedule will be available on Regatta Central. Vendors may choose to participate on one day or two; please note special pricing for those who opt for two days.

If you have any questions about this agreement or the event in general, please contact Donna Bour, Logistics Manager, at 412-780-7802 or donna.bour@bourassociates.com.

Terms and Conditions:

- Standard booth space is 10' x 10' and **INCLUDES** one table and two chairs ONLY. Tents and additional tables and chairs are available for rental (see application).
- You are free to bring your own tents, tables, and chairs. If you do so, you must secure your tent. Three Rivers Rowing Association assumes no liability for damage to tents that are not secured.
- If you bring your own tents, tables, and chairs you are responsible for set up and dismantling. We cannot provide volunteers or staff to assist you.
- The price for each 10' x 10' booth space is **\$225 per day or \$300 for the entire weekend.**
- **Vendors interested in a larger space should contact the Logistics Manager.**
- All equipment **MUST BE ORDERED IN ADVANCE.** No equipment will be available on event days.
- An additional \$25 will be charged for electricity.
- If you request electricity you **MUST BRING YOUR OWN POWER STRIPS AND EXTENSION CORDS.** The organization cannot provide these items for you. Please note that access to electricity is very limited.
- Booth space will be assigned on a first-come, first-served basis.
- Confirmations and instructions will be emailed by September 27, 2019.
- Vendors must provide proof of insurance and name Three Rivers Rowing Association as an additional insured. Certificates are due no later than September 27, 2019.
- Vendor set-up hours are as follows.
 - Friday, 10/4 from 9 a.m. to 8 p.m.
 - Saturday, 10/5 from 5-6:30 a.m.
 - **IF YOU SET UP ON SATURDAY, OCTOBER 5, YOUR VEHICLE MUST BE REMOVED FROM THE VENDOR AREA NO LATER THAN 6:30 A.M. THERE WILL BE NO EXCEPTIONS.**
- Security is provided as follows.
 - From 9 p.m. on 10/4 until 5 a.m. on 10/5
 - From 5 p.m. on 10/5 until 5 a.m. on 10/6



- Vendors may break down after 2 p.m. on October 5 or 6.
 - Vehicles will be permitted in the vendor area when all boats are off the water and the Race Director has given an “all clear”.
- Vendors are responsible for policing their areas and removing all trash. Non-compliance may result in a ban on future participation.
- Deadline for application submission and payment is September 23, 2019. No applications will be processed unless accompanied by full payment.
- REFUNDS for cancellation of space will only be granted if all spaces are sold.
- The Vendor agreement must be signed by an authorized individual. Once the agreement is signed it will be a binding contract for the number of booths reserved.

For More Information Contact:

Donna L. Bour, Logistics Manager
Head of the Ohio Regatta
1735 E. Carson Street, #338
Pittsburgh, PA 15203
P – 412.780.7802
donna.bour@bourassociates.com



**2019 HEAD OF THE OHIO
VENDOR APPLICATION**

Please type or print legibly.

Company: _____

Contact Name and Title: _____

Email: _____

Mobile #: _____

VENDOR FEE AND EQUIPMENT RENTAL:

_____ 10X10 booth space(s) including 1 table and 2 chairs X \$225/day or \$300 for the weekend: \$ _____

_____ 10 X 10 tents @ \$125: _____

_____ banquet tables @ \$15 each: _____

_____ chairs @ \$10 each: _____

Electricity @ \$25: _____

TOTAL ENCLOSED: \$ _____

Special Request/Instructions: _____

Payment Information

Check Enclosed. Please make all checks payable to Three Rivers Rowing Association.

Credit Card. VISA MasterCard

Card Number: _____ Expiration Date: _____

Billing ZIP Code: _____ CVV: _____

Name on Card: _____ Signature: _____

Please send completed form and payment to:

Donna L. Bour, Logistics Manager
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The undersigned, an authorized representative of the above organization, does hereby release, forever discharge, and hold harmless the Three Rivers Rowing Association from all actions, suits, damages, or claims whatsoever arising from any loss or damage to any property or person(s) as a result of their involvement with the 2019 Head of the Ohio. I hereby consent to all county and municipal ordinances and stipulate that our organization meets the established criteria. The undersigned considers this application a commitment to show. I am authorized by my company/organization to contract for vendor space at the 2019 Head of the Ohio. I have read, understand, and accept the Terms and Conditions of the Vendor Application.

Signature: _____ Date: _____

Print Name and Title: _____

Application deadline is September 23, 2019.